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## Grand Rapids Public Schools Board of Education and Grand Rapids Education Association (1980)

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## **Grand Rapids Public Schools Board of Education and Grand Rapids Education Association (1980)**

### **Keywords**

collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

### **Comments**

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# **AGREEMENT**

between the

**Board of Education**

of the

**Grand Rapids  
Public Schools**

and the

**Grand Rapids  
Education  
Association**

**Sept. 1, 1980 - Aug. 31, 1982**

  
Official Copy  
October 14, 1980

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# PREAMBLE

The Board and Association recognize their mutual obligations pursuant to ACT 379 of the Public Acts of 1965 to bargain collectively with respect to hours, wages and terms and conditions of employment. ~~Both parties have entered into and conducted~~ extended and good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all bargainable subjects. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association.

This collective bargaining agreement entered into the 13th day of October, 1980 by and between the BOARD OF EDUCATION OF THE GRAND RAPIDS PUBLIC SCHOOLS, a school district of the second class hereinafter referred to as the "BOARD" and the GRAND RAPIDS EDUCATION ASSOCIATION, an unincorporated association referred to as the "ASSOCIATION"

ARTICLE I  
RECOGNITION

A. Recognition

1. The Board recognizes the Association as the exclusive bargaining representative for each professional employee (hereinafter referred to as employee) who is employed by the Board in any of the following positions:

<u>Classroom Teachers</u>	Neurologically Impaired
<u>Consultants</u>	Physically & Otherwise Health Impaired
Art	Pre-primary Impaired
CIP	Pre-primary Language Impaired
EIP	Resource Program
SEIP	Severely Mentally Impaired
Math	Severely Multiply Impaired
Music	Severely Speech and Language Impaired
Science	Trainable Mentally Impaired
Follow Through	Visually Impaired
Foreign Language	Orientation & Mobility Spec.
Special Education	Audiologist
Physical Education	
Title VI	<u>Consultants in Special Education</u>
Health	Curriculum Resource
<u>Coordinator</u>	Emotionally Impaired
Office Practice	Hearing Impaired
Special Ed. Job	Ken-O-Sha Diagnostic
Work Training Program	Learning Disabled
Sec. Retail Practice	Mentally Impaired
Sec. Trade & Ind.	Physically & Otherwise Health Impaired
Youth Employment	Social Workers
<u>Elementary</u>	Speech & Language Impaired (Speech Pathologists)
Team Leader	Visually Impaired
Reading Teacher	<u>Therapists</u>
Pre-School Kdg.	Music
<u>Grade Director</u>	Occupational
Seventh	Physical
Eighth	Recreational
Seventh & Eighth	<u>Other</u>
<u>Program</u>	Nurses
Driver Education	Unassigned classroom teacher
CIP, EIP, SEIP Intern	Media Consultant
In-service Participants	<u>Community Education Prgs.</u>
Summer School Program	High School Completion
<u>Secondary</u>	Adult Basic Education
Counselor	<u>Positions</u>
Head Counselor	Teacher
Dept. Head	Counselor
Librarian Dir.	Academic Advisor
Athletic Dir. (Jr.)	Lead Teacher
<u>Special Education</u>	Teacher Coordinator
Classroom Teachers of:	Special Education
Developmental Disabilities	Personnel (as defined above)
Educable Mentally Impaired	
Emotionally Impaired	
Hearing Impaired	
Homebound & Hospitalized	
Learning Disabled	

Any person on leave of absence from the above listed positions (hereinafter called "employee") excluding all supervisory and executive personnel.

2. All other positions of the Grand Rapids Public Schools are excluded.
3. Nothing contained herein shall prevent the Board from modifying, revising, combining or eliminating any position in this Article pursuant to the conditions of this Agreement.
4. Any new position created during the life of this Agreement will be added to the unit providing it is similar to any position heretofore recognized.

B. OTHER ORGANIZATIONS

The Board will not negotiate with any other employees' organization other than the Association for the duration of this Agreement with respect to the wages, hours and working conditions of employees included in the bargaining unit.

ARTICLE II

PAYROLL DEDUCTIONS

A. ASSOCIATION DUES

1. On or before October 15 of each year, any employee may sign and deliver to the Board an authorization (the form and administrative procedures thereof to be approved by the Board) for payroll deductions of Association membership dues and PAC contributions. Such sums shall be deducted in approximately equal amounts each payday from the regular salaries of all such employees during the remaining pay periods. All other employees who have previously signed an authorization form shall have deducted from their salary Association membership dues and PAC contributions beginning the second pay check of the school year providing the Board Assistant Superintendent of Business Affairs received from the GREA or its designee the continuing membership list on or before September 1 of that year.
2. Authorization to deduct such dues and PAC contributions for ensuing school years shall continue in effect unless revoked by the employee, in writing, by July 1 of each year. Notice of such cancellation must be sent to the Board Assistant Superintendent of Business Affairs with a copy to the GREA.
3. The GREA will notify the Board Assistant Superintendent of Business Affairs prior to July 1 as to the amount of dues to be deducted from each employee in A.1. and A. 2. of this Article.
4. Any amount deducted from employees' salaries as



Association dues shall be remitted monthly to the GREA by the Board's Business Office according to its rules and regulations.

B. OTHER DEDUCTIONS

Payroll deductions will also be available to the employees on a mutually agreed basis for the Grand Rapids Teacher Credit Union, for the purchase of United States Savings Bonds, for the United Community Fund and for insurance premiums.

C. AUTO INSURANCE

The Board agrees to deduct upon receiving individual authorization from the employee, auto insurance premiums for group auto insurance which includes the carrier selected by the M.E.A. and other companies which the Board approves. It is specifically understood that the auto premiums are not to be paid by the Board. Such deductions shall be in even amounts from each payroll.

D. ANNUITY PROGRAM

The parties agree that the annuity programs approved by the Board shall be available to each employee.

E. SAVE HARMLESS

The Board shall not be liable for any errors or losses in the administration of this Article unless it's shown that the Board was negligent in the care and handling of the monies involved.

F. ASSOCIATION SECURITY

1. All employees in the bargaining unit who are regularly employed to work at least half-time or more shall either become and remain members in good standing of the Association or pay the Association a financial responsibility fee in an amount equal to the regular professional dues of the Association (including those of the M.E.A. and N.E.A.).
2. The Board will deduct professional dues or the financial responsibility fee by payroll deduction from the salary of any employee who authorized such deduction, in writing, in accordance with the provisions of Article II, Section A.
3. All financial responsibility fees deducted monthly by the Board shall be remitted as soon as practicable to the GREA.
4. In the event an employee shall not pay the financial responsibility fee or regular professional dues directly to the Association or authorize payment through payroll deductions, the Board shall take steps to cause the termination of such employee in the manner provided below. The parties expressly recognize that

failure of any employee to comply with the provisions of this Article is just and reasonable cause for discharge from employment since the establishment of said financial responsibility fee is herewith deemed to be the sum required to insure that non-members pay their proportionate share of the cost of obtaining and administering the benefits to be received hereunder.

5. The procedure to be followed in cases of discharge for violation of this Association Security provision shall be as follows:
  - a. The Association shall notify the employee of non-compliance therewith by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise such employee that a request for discharge may be filed with the Board in the event that compliance is not effected.
  - b. If the employee fails to comply, the Association may file charges, in writing, with the Board and may request termination of the employee's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.
  - c. The Board, upon receipt of said charge and request for termination, shall conduct a hearing thereon. To the extent said employee is protected by the provisions of the Michigan Teacher Tenure Act, all proceedings shall be in accordance with said Act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between or among various persons who may have refused to pay the professional dues and/or financial responsibility fees.
  - d. The employment of any person whose employment is terminated shall be continued in normal function until the end of the semester following dismissal action by the Board.
6. Employees who elect to pay a financial responsibility fee in lieu of joining the Association shall be afforded the same liability insurance coverage as is afforded to Association members and shall be afforded the same representation rights as are extended to Association members.
7. In the event of any action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board compliance with this Article, except for costs

which may be caused by the Board's negligence.

### ARTICLE III

#### ASSOCIATION RIGHTS

A. BOARD MEETINGS

The Association shall be notified of all special Board meetings called by the Board to conduct business. The time, date and place of special meetings shall be given to the Association by telephone and/or written communication at approximately the same time and date that the Board members are notified.

B. BOARD COMMITTEES

The Association shall be notified by telephone or written communication of regular Board committee meetings as to time, date and place. The Association shall have an opportunity to make reports and/or recommendations at such meetings.

C. BOARD AGENDA

The Association shall be recognized as a part of Section V, of the Agenda of all regular Board meetings.

D. BUILDINGS AND EQUIPMENT

The Association shall have the right to use building facilities and equipment at reasonable times and hours for employees. Such use will be scheduled through the building administrator. The Association may post Association notices on the bulletin board designated for Association use. The inter-school mail service may be used by the Association including regular delivery to the Association Office.

E. EXECUTIVE DIRECTOR

The Association Executive Directors may have access to school facilities during normal school hours. The initial contact in such building shall be with the school office to announce his/her presence. The Executive Directors' activity shall not interfere with the instructional program.

F. FACULTY MEETINGS

Upon the conclusion of the administration portion of any regular faculty meetings, the Association may make announcements.

G. RECORDS

The Board shall make available to the Association, for inspection, pertinent personnel records of the employees represented by the Association (excluding personal record file unless so authorized, in writing, by the employee involved) at the written request of the Association from the files

at the Board's main offices, 143 Bostwick NE. Such records will be made available at the Board's main offices and will not be removed from said offices.

H. BUILDING/UNIT COUNCIL

1. There may be in every building or unit an organization of the building/unit staff known as the building/unit council.

In Community Education there will be the following unit councils:

- a) Adult High School
  - b) Adult Pre-High
  - c) Senior Citizens Program
  - d) Comprehensive Outreach Program in Education
  - e) Cooperating Districts
  - f) English As A Second Language
  - g) Physically and Otherwise Health Impaired
  - h) Business and Industry
2. The primary function of the building/unit council shall be an effort by the total staff to promote an efficient, orderly, harmonious building or unit operation. The building/unit council shall be the communication vehicle between the staff and the building or unit administrator. This council shall consider matters of concern within the building or unit and make appropriate recommendations to the building/unit administrative staff. To effectuate this goal, the building/unit council chairperson shall have the opportunity, on a regularly scheduled basis, to confer with the building/unit administrator.
3. Employees, administrators and paraprofessionals in the building or unit are eligible for membership.
4. The chairperson of the building/unit council is to be elected from the employees of that building or unit.
5. The building/unit council may conduct activities and be responsible for functions under the following guidelines:
  - a. In the event of an individual or group concern, an attempt must first be made at resolution with the building/unit council chairperson and/or the building or unit administrator. The GREA representative and/or Board representative may be requested by either party to be in attendance at such meetings.
  - b. The building or unit administrator must be apprised of all items to be discussed at any building/unit council meeting. An opportunity to resolve all items to mutual satisfaction prior to the building/unit council meeting must also be provided the building or unit administrator.

- c. If the concern has progressed through the aforementioned guidelines without satisfactory resolution, the building/unit council chairperson may request a total building/unit council meeting and the building or unit administrator shall effectuate the building/unit council meeting to be chaired by the building/unit council chairperson.
- d. The building/unit council shall also serve as the communication vehicle to the Instructional and/or Executive Council or to any administrator provided the possible resolution of the concern is under the authority of such administrator. The building or unit administrator shall be informed prior to any such action.

#### ARTICLE IV

##### EMPLOYEE RIGHTS AND RESPONSIBILITIES

###### A. RIGHT TO ORGANIZE

Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that each employee shall have the right to organize, join and support the Association for the purpose of engaging in collective bargaining. As a duly elected body exercising governmental power under cover of the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the employment of any rights conferred by Act 379 or the laws of Michigan. The Board shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of membership in the Association, participation in any activities in the Association or collective bargaining with the Board, or institution of a grievance, complaint or proceeding under this Agreement (or otherwise) with respect to any terms or conditions of employment.

###### B. VENDING MACHINES

Vending machines may be installed in employees' lounges or in other areas which are restricted to the staff. Administration of the machine, product and proceeds shall be the duty of the Building Council. Any cost connected with such machines shall be borne by the Building Council.

###### C. STUDENT ACCESS

- 1. Students shall be admitted into the building at a time set by the building administrator. Employees shall not have a direct responsibility for children in the building prior to the employee's assigned time responsibility. Each employee may permit children in his/her room prior to his/her assigned time responsibility and will be directly responsible for the children and the contents of such room. If an employee wishes, he/she may secure his/her room when it is not in use. The room may be opened at night and

if so, shall be resecured by the custodial staff before the children arrive in the morning.

2. Each Building Council shall develop, when necessary, procedures for supervising students when, due to inclement weather and/or other emergencies, they are admitted into the building prior to the time employees are required to be at their respective place of teaching assignment. The procedures shall include, but not be limited to, the following guidelines:
  - a. A minimum number of employees shall be required to supervise students at any given time.
  - b. Students will be admitted into the building prior to the regular time only when inclement weather and/or other emergency conditions exist.
  - c. The supervision shall take place within the limits set forth in Article XI, Section J., of this Agreement.
3. Each Building/Unit Council may request the Executive Council to review the building procedures.

D. DISTRICT MERGING

In the event that the Grand Rapids School District is combined with one (1) or more school districts, the Board shall use its best efforts to assure the continued employment of its employees in such consolidated district, and to the fullest extent permitted by law, contractual agreements with individual teachers shall be binding.

E. ANNEXATION OF ANOTHER CITY

In the event that other school districts shall become attached to the Grand Rapids district, employees who have acquired tenure in the annexed districts shall be given tenure by the Board. Further, the Board shall, immediately upon annexation, adjust the wages, hours, and other conditions of professional employment of employees in the annexed districts to conform to the terms and conditions of this Agreement.

F. COPYRIGHT

Any materials prepared by the employee in the course of his/her instruction become the property of the Board for use in this school system. However, no syndication or sale of this material may be made without the express release of the creator and the Board. The development of material by committee in which there is no one or few single creators shall be exempt from this requirement.

G. EVALUATION

Definition of terms used in section on "Evaluation":

Evaluation - A formal written record, signed by the principal and employee, that is placed in the

employee's personnel file.

Observation - A class visitation for the purpose of gathering information.

1. The building administrator or immediate supervisor shall present a copy of the current Evaluation of Teaching Performance form and/or Progressive Evaluation Process (P.E.P.) to each employee new to the Grand Rapids school system and shall make it available upon request to those presently employed. P.E.P. will be utilized as a segment of the total evaluation procedure. The procedure outlined in the P.E.P. manual will be followed in all evaluations.
2. The evaluation of the performance of each employee in the school system is the responsibility of the administration. In such evaluations, all monitoring or observations of employees shall be conducted openly and with the knowledge of the employee. No electronic device shall be used during the evaluation process without consent of the employee.
3. The performance of all employees shall be evaluated, in writing, as follows:
  - a. A formal evaluation period of each employee to be evaluated will begin with a conference between the employee and administrator no later than the fourth (4th) Friday of the school year except Community Education shall begin not later than the sixth (6th) Friday of the school year.
  - b. A follow-up conference between the employee and administrator will be held no later than the seventh (7th) Friday of the school year for regular pre K-12 employees and the ninth (9th) Friday of the school year for Community Education employees to finalize suggestions coming out of the first conference and agree on the initial performance objectives written by the employee:

and

1. Review the resources which are available to the employee and determine the assistance the administration will provide to help the employee improve.
2. Review the time schedule for the completion of the formal evaluation.
- c. The administrator must observe the employee at least once before Christmas recess. The results must be recorded on the classroom visitation form, reviewed with the employee no more than ten (10) work days after the observation, and placed on the interim report form.
- d. The administrator must observe the employee at

least once after the interim report and before the final evaluation. Observation results must be recorded on the classroom visitation form and reviewed with the employee.

- e. The final P.E.P. observation shall be completed no later than the first Monday in May. The final written evaluation for the employee's work year shall be completed by the third Monday in May.
  - f. Identified areas of weakness in the performance of an employee will be discussed with the employee. The employee will be provided with a written copy of the identified areas of weakness along with the recommended steps for improvement. Within thirty (30) days following receipt of written recommendations the employee will submit a written report that identifies specific steps taken in response to the administrative recommendations.
  - g. Tenure employees shall be evaluated on an Evaluation of Teaching Performance form not less than once per three (3) school years based, in part, on classroom observations as stated in 3.a. above.
  - h. Each physical therapist and occupational therapist shall be evaluated by his/her immediate supervisor. Should the therapist receive an unsatisfactory interim evaluation an individual certified within the employee's area of specialization will be used for consultant purposes to offer insight into the therapist's unique area of certification.
  - i. Test results of academic progress of students shall not be used as evaluative of the overall quality of an employee's service or fitness of retention.
4. Three (3) copies of the completed Evaluation of Teaching Performance form shall be shown to the employee for information and review. The employee shall, after and upon completion of joint review, sign all copies of the evaluation and shall check one (1) of the two (2) appropriate boxes signifying agreement or disagreement with the evaluation and shall return all copies to his/her principal or supervisor. The principal or supervisor shall keep at least one (1) copy on file in the building for future reference by the employee and/or administration during the tenure of an employee in that building. In the event the employee does not agree with the evaluation, the objection may be placed in writing in the space provided on the form within forty-eight (48) hours.
5. Prior to his/her dismissal, the employee shall be notified, in writing, stating the reasons for recommendation of such dismissal.



6. Each employee shall have the right, upon request, to review those contents of his/her own personnel folder, on file at the Board's main offices, which pertain to or are the result of any evaluation completed since the beginning date of his/her employment in the Grand Rapids Public School System. Such records shall be made available in the office where such records are filed and shall not be moved from said offices.
7. Failure to comply with the above-prescribed format, including the time lines in P.E.P., may result in the employee filing a grievance and processing it through the grievance procedure.
8. The development of the Evaluation of Teaching Performance form(s) shall be the responsibility of the Executive Council. If the Executive Council cannot reach an agreement on the evaluation form(s), the Superintendent shall make the final decision. The evaluation form(s) developed in the procedure described above shall be the primary evaluation form(s) used for evaluating employees.

#### H. NON-MICHIGAN TENURE ACT EMPLOYEES

1. Each employee(s) who is not covered or will not become eligible to be covered by the Michigan Tenure Act shall be placed on probation for the first two (2) years of his/her employment with the Board. A third year of probation may be granted by the Board.
2. After completion of the probationary period, the employee(s) who is not eligible to be covered by the Tenure Act shall not be disciplined by being reduced in compensation or terminated without just cause.

#### I. PROFESSIONAL BEHAVIOR

1. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, will-full deficiencies in professional performance or other violations of professional behavior reflect adversely upon the teaching profession. The Association will use its best efforts to correct breaches of professional behavior by any employee.
2. It is further recognized by the employee that if, after warnings in writing by the administrator (copies to be retained by the administrator), such practices continue, the Board may institute proceedings against said employee which may result in that employee's dismissal.
3. An employee's primary responsibility is the classroom or regular facility in which his/her basic assignment occurs. However, as an employee of the Board, the employee also has student supervision responsibilities throughout the building and grounds during regular school hours at the place of employment and the responsibility to comply with city-wide functions as

assigned by his/her supervisor in accordance with this Agreement.

J. REDUCTION OF PERSONNEL - LAYOFF & RECALL

1. Layoff - In the event it becomes necessary through lay-off to reduce the number of employees within the elementary, secondary, special ed., community ed. divisions and/or programs not having divisional identification, the proposed reductions shall be discussed with the Association prior to implementation, and the Board shall layoff by division or non-divisional programs following the procedure listed below.
  - a. Following voluntary termination and/or voluntary layoff, employees with the least seniority will be laid off first.
  - b. The parties acknowledge that no tenure employee shall be laid off within one division if he/she possesses appropriate certification to move into another division where probationary employees exist who have not been laid off.
  - c. To maintain a racial balance no less than the highest percentage of racial minority employees existing prior to layoff, the Board will endeavor to lay off at a rate no greater than that existing percentage of minority personnel.
  - d. The Board will post and specifically identify the positions open due to layoff. These positions (excluding those positions filled after August 5th as identified in Article IX., G.) will not be filled between the time of official layoff notification and July first (1st) in an attempt to return individuals to their former positions through recall as provided in Article IV.J.2.
2. Recall - The Board will establish in each division or non-divisional program an inverse recall procedure of the layoff procedure as in Article IV.J.1. The Board will make every effort to relocate each laid off employee at the employee's request subject to the requirements of Article IX, B., C., and D.
3. Seniority (length of employment) is defined as continuous employment in the Grand Rapids Public School system in positions represented by the Association. Seniority begins for each employee on the first date he/she reports to work. In Community Education seniority begins for each employee on the first date he/she reports to work in a position represented by the Association unless he/she was not certified by the State, in which case seniority will begin on the first day of work following certification. Leaves of absences, with or without pay, and absences due to layoff are not to be considered a break in service; and time spent on leave or layoff will not count toward continuous service time.

4. Seniority right shall be lost by the employee if the employee does not return when recalled from layoff within ten (10) working days.
5. Any layoff pursuant to this Agreement shall automatically terminate the individual's employment contract and all benefits allowed therein including all benefits under this Master Agreement. Upon recall, the individual's employment contract and all benefits allowed therein, including all benefits under this Master Agreement, shall be reinstated in full.
6. The Board shall give no less than thirty (30) days' notice to the employee being laid off. Employees may only be laid off at the end of any semester.
7. In conjunction with Article XX, Section A.1. it is intended that this Article (Article IV, Section J.) takes precedence over and governs the individual contracts; and the individual contract is expressly conditioned upon this Article.

K. ACADEMIC FREEDOM

1. The parties seek to educate people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for employees and students is encouraged, except that:
  - a. The employee must be acting within accepted and/or adopted curriculum and courses of study.
  - b. The employee must submit a written request to building principal, principal's designee or immediate supervisor to obtain written approval prior to allowing a resource speaker into the classroom provided the speaker is not on the building's or unit's "authorized speakers' list" as approved by the administration.
  - c. The employee must exercise responsibility and must realize that teaching places responsibility upon the employee to carefully consider the maturity level of the student and the circumstances that surround the teaching/learning relationship.
2. If a principal or immediate supervisor denies an employee request to invite a resource speaker into his/her classroom, the employee may appeal the decision to a committee composed of one (1) Board representative and one (1) Association representative. The committee shall make a recommendation to the

principal concerning their decision,

3. Any employee accused of the improper use of academic freedom may be dismissed only after proof of the alleged impropriety has been provided. Any allegation found to be untrue shall be completely removed from the employee's record and any changes that may have been made in that employee's status shall be immediately restored.

L. TENURE ACT

As stated in the Michigan Teacher Tenure Act, no employee shall terminate his/her services with the Board during the current school year except by mutual agreement.

M. PREPARATION SPACE

During an employee's preparation period, a space shall be provided in which to carry on his/her preparatory classroom function.

N. TELEPHONE FACILITIES

1. A telephone shall be made available for professional use in all school buildings and units (see Building/Unit Council, Article III, Section H.) Such phone shall be placed in a location conducive to private conversation.
2. The administration shall assess the need for an additional line and/or phone upon the request of the Building or Unit Council of a given school.
3. This section is subject to the grievance procedure through Level Two.

ARTICLE V

BOARD OF EDUCATION RIGHTS

A. RESPONSIBILITIES

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States.

B. AUTHORITY

The Association recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the Grand Rapids Public Schools and that the Board has the necessary authority to discharge all of its responsibilities subject to laws above-mentioned and to the provisions of this Agreement.

C. ADMINISTRATIVE STAFF

In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies; the construction, acquisition and maintenance of school buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion and termination of employees, and the establishment and revision of Rules and Regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which violate the express terms of this Agreement.

ARTICLE VI

NEGOTIATIONS PROCEDURE

A. SUBSEQUENT YEARS

Renegotiation of this Agreement for the subsequent years shall be commenced not later than March 1 of the calendar year in which this Agreement expires. Such negotiation shall include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement shall be reduced to writing and signed by the Board and the Association.

B. ASSOCIATION NEGOTIATORS

The Board agrees that Association members, a maximum of seven (7) employees, engaged during the school day in official new contract negotiations on behalf of the Association with the Board during the term of this Agreement, shall be entitled to released time without loss of salary, provided the Association agrees to meet for purposes of negotiations on off-duty time at least to the same extent as on released time.

C. RECORDS AND INFORMATION

During negotiations or for the purpose of assisting the Association in developing accurate, informed, and constructive proposals concerning the rates of pay, wages, hours of work and other conditions of employment for employees, the Board shall provide the Association with documents related to financial resources, budgetary requirements and allocation and any other related information which is presented to any regular and/or special meetings called by the Board to conduct official business or to any other governmental body.

D. IMPASSE

If the negotiations described in Section A. above have

reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 will be followed.

E. TOTALITY OF AGREEMENT

This Agreement incorporates the Agreement reached by the parties on all agreed issues which were subjects of negotiation. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both parties at the time they negotiated or signed this Agreement.

F. MUTUAL CONSENT

This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties, in writing and signed by both parties as an amendment to this Agreement.

ARTICLE VII

JOINT COUNCILS

A. INSTRUCTIONAL COUNCIL

1. The Board and the Association hereby create a council known as the Instructional Council whose responsibility shall be to initiate and recommend those policies which affect and determine the instructional program. The members of the Council shall establish criteria for judgment of programs.
2. The Council shall be composed of seven (7) highly qualified employees to work with seven (7) highly qualified administrators. The seven (7) employee members shall be appointed annually by the Association and the administrators shall be appointed by the Superintendent. The chairperson shall also be an ex-officio member of the Staff Development Council.
3. The Board and administrative staff will not initially implement instructional policies without seeking the recommendation of the Instructional Council prior to implementation.
4. The Council shall meet on a regularly scheduled basis as determined by the Council. Classroom substitutes for employees where needed will be provided by the Board.
5. The Council may consult with members of the community, students and subject area specialists; and shall have the responsibility to appoint subcommittees and develop recommendation of policies which will lead to improvement of instruction.
6. The subcommittees shall meet as directed by the Council and shall make regular reports of their findings to the Council.

7. The Council shall be the only agency to speak in behalf of the total teaching staff of the school system on instructional matters.
8. The Instructional Council shall appoint a committee to annually review the testing program and make recommendations to the Instructional Council. The recommendations shall include, but not be limited to, the adequacy and appropriateness of the tests given.
9. All necessary expenses for staff and clerical assistance as determined by the Council to carry out its responsibilities shall be provided by the Board.

B. STAFF-DEVELOPMENT COUNCIL

1. A Staff Development Council shall be formed.
2. The Staff Development Council shall be composed of five (5) employees appointed annually by the Association and five (5) persons appointed annually by the Board.
3. The Chairperson of the Staff Development Council shall alternate yearly between the two (2) parties. The chairperson shall also be an ex-officio member of the Instructional Council.
4. The Board and administrative staff will not initially implement city-wide staff development or staff development policies without seeking the recommendation of the Staff Development Council. For this purpose city-wide staff development means either all employees, all Elementary, all Secondary, all Special Education, or all Community Education. This recommendation shall be made to the Superintendent or designee.
5. The Council shall meet on a regularly scheduled basis as determined by the Council. Employee members assigned to the council shall be entitled to released time without loss of salary, provided the employees shall meet for purposes of staff development on off-duty time at least to the same extent as on released time.
6. The Council may assume, but not be limited to, responsibilities in the following staff development areas:
  - a. Surveying staff needs and interests
  - b. Planning for future staff development programs
  - c. Reviewing existing and proposed programs
  - d. Evaluating completed programs
  - e. Disseminating information on available programs and funding sources
  - f. Encouraging staff attendance at various staff development functions
7. All necessary expenses for clerical assistance needed by the Council to carry out its responsibilities shall be provided by the Board.

C. EXECUTIVE COUNCIL

Meetings will be scheduled as needed between members of administrative representatives of the Association and the Board to discuss school policies of legitimate concern to both parties. The Executive Council shall be charged with the responsibility of reviewing problems and making recommendations to the Superintendent in areas not clearly defined or adequately covered in the Master Agreement and to implement provisions of this Agreement as required.

D. BOARD-ASSOCIATION ADMINISTRATIVE MEETINGS

There will be meetings between the Superintendent of Schools and the Association administration upon the request of either party and scheduled by mutual agreement.

ARTICLE VIII

EMPLOYMENT QUALIFICATIONS

A. APPLICATION

Applicants for employment in the unit shall be recruited, screened, selected and hired by the Superintendent of Schools or by the personnel staff acting on behalf of the Superintendent of Schools.

B. EMPLOYEE HEALTH

1. Employees shall possess and maintain sufficient good health (physical and mental) to adequately perform their respective duties and carry their responsibilities.
2. Each employee of the Board shall obtain a Tuberculin skin test and/or chest x-ray prior to fifteen (15) days after the beginning of his/her date of employment. Such examination shall be free to each employee who reports to the designated place and at the time and place scheduled by the Board. Each employee receiving the Tuberculin test from the Board's designee must have the test read by the designee at the time and place designated when the test was given. All other readings of the test administered by the Board designee shall be considered invalid and the test must be repeated. The results from other valid testing agencies will be accepted by the Board.

The frequency of such employee test shall be pursuant to the requirements made by the State of Michigan.

Each employee who fails to comply with this requirement shall be considered to be not qualified for employment and shall be terminated.

3. In cases where inadequate performance in the classroom is believed to be the result of physical or mental duress, the Superintendent or designee may request an



employee to obtain a physical, clinical psychologist or psychiatric examination. Expenses for any such examination shall be paid in full by the Board. Failure to acknowledge such request may result in termination of employment; however, the employee may request full assistance from the Association at any time during such proceedings. Notice of a written request for any such examination shall be delivered in person by the appropriate administrator or by registered mail.

C. EMPLOYEE CERTIFICATION

Each new employee or employee transferred to a position requiring changed certification, who reports to work between September 1 and October 15, shall file certification materials, including transcripts and birth certificate, with the Personnel Director within forty-five (45) calendar days of date of employment

Any such employee reporting to work after October 15 shall file such materials within thirty (30) calendar days of date of employment. In the event the employee does not comply with the above, his/her personal contract will be revoked unless such time is extended by mutual agreement between the employee and the Personnel Office provided the delay of submission of the materials is beyond the control of the employee.

D. PART-TIME EMPLOYEES

The Personnel Office shall give consideration to part-time employees prior to hiring new employees for full-time positions.

ARTICLE IX

TRANSFERS AND VACANCIES

A. TRANSFER PHILOSOPHY

Since frequent transfers of employees are disturbing to the educational process and interfere with optimum employee performance, the Association and the Board agree that the transfers of employees should be minimized.

B. TRANSFER RELATIVE TO SENIORITY

When vacancies exist, the Board will make every effort to relocate employees at the employee's request. When the applicants are certified by the State of Michigan for the position and have met minimal requirements for the North Central Association, the applicant with the most seniority (as defined in Article IV, J.3.) shall be granted the transfer. (North Central requirements apply only to applicants for grades 9-12). Should additional criteria be necessary the following priority will be utilized:

1. Undergraduate credit (major and minors)
2. Analysis of degree status
3. Graduate credit
4. Teaching in subject discipline

C. EMPLOYEE REQUEST FOR TRANSFER

An employee request for transfer for a posted position can be made at any time during the school year using the

following procedures:

1. Request a Transfer Request form from the immediate supervisor, or the Personnel Office.
2. File the completed form with the immediate supervisor and a copy to the Director of Personnel.
3. The Personnel Office will set a time and a date for personal interview.
4. Transfers by employee request may be granted after the first day of the school year only for emergencies or personality conflicts or by mutual agreement.
5. The applicant shall have the right to make inquiries relative to the status of his/her transfer.

D. RACIAL BALANCE

Deviations from the transfer procedure may occur to maintain racial balance following consultation with the Association.

E. INVOLUNTARY TRANSFERS

1. It is recognized that involuntary transfers may be necessary at any time for the following purposes:
  - a. to fill position in under-staffed schools
  - b. due to over-staffed schools
  - c. due to new or revised programs requiring special skills
  - d. due to vacancies created by termination of employment
  - e. due to personality conflicts
  - f. for the purpose of staff integration
  - g. for the purpose of staff balance relative to teaching experience.
2. When such conditions exist and volunteers are unavailable, the qualified employee with the least system seniority shall be transferred and notified in writing.
3. The Board shall place the employee being transferred in a comparable position whenever practicable.
4. Involuntary transfers will be granted under the provisions outlined in Article IX, Section B., C., and D.

F. MUTUAL CONSENT

An employee may be transferred by mutual consent of that employee and administration for any reason at any time,

G. PUBLICATION OF VACANCIES

1. On or before April 1 of each year, the Personnel Office shall post all vacancies in each building and send a copy of the vacancies which occurred after August 5th of the preceding year to the Association. Such building lists shall be updated on or before June 1 of each year. Vacancies occurring between June 1 and August 5 shall be posted in the Personnel

Office at 143 Bostwick Avenue, N.E. Vacancies occurring after August 5th may be filled for that year but shall be posted for the following year.

2. No vacancy will be permanently filled unless it has been posted for at least ten (10) working days.
3. Employees requesting consideration for each vacancy must submit their application for a posted position, in writing, to the Personnel Office within the posting period.

#### H. VACANCIES DURING THE SCHOOL YEAR

1. The Association recognizes that when vacancies occur during the school year, it may be difficult to fill them from within the district without undue disruption to the existing instructional program.
2. When a vacancy does occur during the school year, the Board may fill the vacancy on a temporary basis until the end of the normal school year. (Such position shall be posted as per Section G. above).

#### I. RETENTION OF SENIORITY

An employee promoted to a supervisory or executive position in the Grand Rapids Public School System and later returned to a teaching position shall be entitled to retain all rights he/she may have had under this Agreement.

### ARTICLE X

#### TRANSFER OF EMPLOYEE OUT OF UNIT

##### A. PURPOSE

For the purpose of this Article, a transfer out of unit shall mean a change of position from the unit to a supervisory or administrative position.

##### B. PRESENT EMPLOYEES

It is the Board's policy to transfer, when practicable, from within its present employee ranks.

##### C. APPLICATION

Any employee interested in a full-time administrative or supervisory position may file a written application with the Superintendent at any time on the forms provided by the Board.

##### D. ANNOUNCEMENT OF VACANCIES

The Board will, when practicable, publicize any administrative or supervisory vacancies via the Telestaff or during summer months, will enclose an announcement with the employee's payroll check. For all new positions, the announcements will include a general statement of the

qualifications required.

## ARTICLE XI

### WORKING CONDITIONS

#### A. REFERENCE MATERIALS CENTER

The Board and the Association recognize the importance of having available teaching reference materials. In furtherance of that recognition, the Board shall continue to provide a teacher Reference Materials Center in each school. The parties, through the committees established by the Instructional Council, will confer from time to time for the purpose of selecting materials to be placed in the teacher Reference Library and Resource Center.

#### B. ROOM CONDITIONS

The Board shall continue to place where not presently available:

1. A desk for each employee with lockable drawer space;
2. closet space for employees to store coats, overshoes and personal articles;
3. storage space in each classroom for instructional materials.

#### C. TESTING AND EVALUATION

1. Upon request of the administration, employees shall be required to administer tests adopted for testing and evaluation use in the Grand Rapids Public Schools.
2. In selecting tests, preference shall be given to those tests which are machine scorable. The scoring of machine scorable tests shall be the responsibility of the administration. The scoring of the non-machine scorable tests shall be the employees' responsibility.
3. Federal and/or State of Michigan sponsored testing and evaluation programs will be conducted in accordance to their guidelines.

#### D. CHANGE IN WORKING CONDITIONS

Changes in working conditions shall occur within a building when desired by a majority of the employees within the building and upon the approval of the building administrator and provided approval is received from the Executive Council.

#### E. SAFETY CONDITIONS

When a room, building or area is judged by authorized, qualified personnel because of its conditions, including temperature, to create a health or safety hazard, the room

shall be closed to employees and students until the hazard is corrected. Each employee is welcomed to submit a recommendation concerning the alleged hazard.

F. FLU SHOTS

Flu shots shall be provided at no expense to the employee at the times and locations scheduled by the Board.

G. SUPPLIES

The Board recognizes its responsibility to provide supplies and textbooks and to coordinate the ordering of supplies and materials with curriculum changes. Inadequacies of supplies, textbooks and materials should be reported to the building administrator and/or immediate supervisor.

H. DUPLICATING MATERIAL

The Board shall make available in each school typing, duplicating, and/or stencil and mimeograph facilities and personnel to aid employees in the preparation of instructional material.

I. DEPARTMENT HEADS

Subject matter areas requiring a department head shall be determined by the Board. If authorized, the position(s) shall be filled accordingly.

1. Recommendation to the building administration of candidates for department head positions may be made by the employees in each department.
2. Department heads shall be appointed annually by the building administrator in consultation with the subject supervisor and the appropriate director. At the time the assignment is made, such assignment shall be accompanied by a written statement which shall name the employee, the assignment, responsibilities involved and the compensation to be paid. Department heads shall be appointed as follows:
  - a. Senior High Schools - English, math, science, social science, business education, industrial arts, home economics, art, music and foreign language only if the department has at least four (4) full-time equated members. Full-time equated members are calculated by dividing the number of department sections by five (5) for buildings with a six-period day and by six (6) for buildings with a seven-period day.
  - b. Middle Schools - English, math, science and social science only if the department has at least four (4) full-time equated members. Full-time equated members are calculated by dividing the number of department sections by five (5). If there are fewer in any department, math-science and/or social studies-English will be combined and a department head will be appointed for the

combination even if the minimum of four (4) is not reached.

- c. Educational Park - Humanities (social studies, language arts and foreign language), the sciences (math and science) and Fine Arts (music and art).
- d. In no case shall department heads be appointed to other extra compensation positions when there will be a conflict of duties or responsibilities.

### 3. Duties

#### a. General Functions

- 1) Supervise and coordinate departmental purchase and supply requests.
- 2) Maintain an inventory of departmental materials including equipment and supplies as directed by the subject supervisor (inventory to be taken biannually maximum).
- 3) Attend department head meetings as arranged by the principal and/or subject supervisor. It is agreed that department heads will spend a reasonable amount of additional after-school time for this assignment.
- 4) Supervision of physical area condition (work orders, repair orders, climate control, etc.).
- 5) Coordination of department multi-media instructional materials and equipment.

#### b. Supervisory Functions

- 1) Provide leadership in departmental curriculum studies and experimentation.
- 2) Plan and implement an in-service training program for teachers in the department at the building level and city-wide in conjunction with the supervisor and other department heads.
- 3) Interpret the curriculum to both the building staff and the school community.
- 4) Acquaint the building staff with current materials and methods.

#### c. Administrative Functions (Senior High only)

- 1) Coordinate department staff, facilities and scheduling of classes.
- 2) Visit departmental classrooms and provide teacher observation when released time is

available. Building administrators will arrange released time for department heads as needed for the purpose of classroom visitations and teacher observations.

3) Interpret curriculum to feeder schools.

4. Department Head Reimbursement

- a. Senior High (for functions in 3.a., b. and c.) - Base pay of 3% of BA base plus \$50.00 times the number of full-time equated teachers in the department. Released time of one hour shall be granted for department heads if the number of equated employees is 10.0 or more. Department heads with released time shall also be required to have additional city-wide responsibilities at the discretion of department supervisors.
- b. Middle School (for functions in 3.a. and b.) - Base pay of 2% of BA base plus \$25.00 times the number of full-time equated employees in the department.
- c. Educational Park (for functions in 3.a. and b.) - 3% of Base pay plus \$50.00 times the number of employees in the department.

5. Any department head who is desirous of retaining the department head assignment and who is not being recommended to continue such assignment for the next year shall have the privilege to:

- a. Orally discuss this matter with the principal.
- b. Discuss such action with the principal together with the appropriate supervisor or director.
- c. The director's decision shall be final. That decision shall be given, in writing, to the department head.

J. HOURS AND ASSIGNMENTS

1. General

All employees recognize their contractual responsibility to attend conferences and/or meetings called by other employees, the building or unit council and/or the administration to consider those problems related to the instructional program of their unit and/or students. Such meetings may involve a total staff or any portion thereof for such reasonable time as needed. In the event of schedule problems, the principal or immediate supervisor will assume responsibility for adjudicating the issue.

2. Elementary Schools

- a. Teachers shall be in the building at 8:20 a.m.

- b. School hours for elementary students shall be as follows: 9:00 a.m. - 11:45 a.m. and 12:25 p.m. - 3:10 p.m.
    - 1) Each elementary employee shall have an opportunity for a duty free break not to exceed 15 minutes each day. This break will be provided following the first 45 minutes of the instructional day and before the 45 minutes prior to completion of the a.m. session.
    - 2) P.M. recess playground supervision shall be a responsibility of the teacher.
  - c. School hours may vary according to transportation schedules or approved requests for change subject to Article XI, Section D., of this Agreement. However, in no event shall the total time be greater than that in 2.b. above.
  - d. The teacher shall be in his/her respective classroom ten (10) minutes before his/her first student responsibility at the beginning of the school day and be at his/her place of assignment at the beginning of the p.m. session. The teacher shall remain in his/her room ten (10) minutes after his/her last pupil responsibility.
  - e. Teachers shall not be required to attend physical education classes when the consultant is in charge of the class.
  - f. Elementary Preparation - An elementary teacher shall not be required to make more than ten (10) different daily preparations from the following subject areas: reading, math, English, spelling, handwriting, science and social studies. For this purpose, a preparation is defined as a planned structure for teaching children who are grouped together for instruction.
  - g. Teachers shall have a forty (40) minute duty-free lunch period.
  - h. Special Education employees assigned by the administration to a team in the following programs: Autistic, Handicapped Pre-School, Infant-Parent, Severely Emotionally Impaired, Severely Mentally Impaired, Severely Multiply Impaired, Trainable Mentally Impaired; shall work one (1) additional hour per day to allow for planning, home visits, team meetings and other activities unique to the assignment. Employees assigned as team members in these programs will receive extra compensation as provided in Appendix C, Section H.4.
3. The hours in the middle schools, alternative schools and senior high schools shall be determined by the



Board upon recommendation of the principals and their faculties, and approved through the Director of Secondary Schools and the Superintendent of Schools. The function of a classroom teacher includes scheduled instruction and/or equivalent alternate duty, preparation, homeroom and a responsibility for extra-curricular activities. Therefore, the following minimum duty time schedule for all classroom teachers in senior, alternative and middle schools shall be observed.

- a. A classroom teacher shall be on duty a total of 1650 minutes per week for instruction and/or alternate assignment, preparation and pupil conference time.
- b. A classroom teacher shall have and use a minimum of 225 minutes per week in a seven (7) period day and a minimum of 275 minutes per week in a six (6) period day included in a. above for preparation activities related to planning and execution of the classroom assignment.
- c. A classroom teacher shall be on duty to execute the homeroom or alternate duty as scheduled in addition to the time in a. above.
- d. A classroom teacher shall be in his/her building 15 minutes before his/her first responsibility and in his/her respective room 10 minutes before his/her first pupil responsibility. The teacher shall remain in his/her room 10 minutes after his/her last pupil responsibility and in the building 15 minutes after his/her last responsibility.
- e. Upon recommendation of the building council and administrator, the Director of Secondary Schools shall determine the homeroom schedule. Homerooms may be eliminated or revised when deemed educationally desirable by the Director of Secondary Schools.
- f. Alternate Duties - Any teacher assigned less than 1375 minutes of teaching assignment shall accept other duties (including substitute teaching) to complete the duties as outlined in J.3. Typically this duty will be classroom teaching; however, other duties such as study hall supervision, noon duty, etc., may be substituted upon mutual agreement of the principal and teacher with the approval of the Director of Secondary Schools.
- g. Class Preparation - Teachers shall have no more than three (3) separate preparations a day with the exception of those teachers who are teaching special education classes. Nothing shall prevent any teacher upon mutual agreement of the teacher and principal, from accepting additional preparation.

4. Itinerant Employees and Non-Classroom Employees

- a. The normal work day for employees who receive compensation (Appendix C, Section f.1.) shall be 8:00 a.m. to 4:30 p.m. (one (1) hour lunch). The above times may be altered by mutual agreement between the employee and his/her immediate supervisor.
  - b. Itinerant employees (certified by the State Department of Education) working in two (2) or more facilities and/or having an immediate supervisor other than the building principal will observe the same hours as classroom teachers unless receiving extra compensation.
    - 1. May be required by his/her supervisor to revise or alter aforementioned hours.
    - 2. Will be accountable to the building principal and may be required to furnish a written work schedule.
  - c. The normal work day for each employee who has no classroom teaching responsibilities shall be 8:00 a.m. to 4:00 p.m. (one (1) hour lunch). The above times may be altered by mutual agreement between the employee and his/her immediate supervisor providing the assignment reflects a seven (7) hour day.
5. Employee Meetings
- a. All employees may be required to attend four (4) meetings per school month. Such meetings are scheduled as follows:

First Monday - Building Staff and/or Building Council and/or building GREA

Second Monday - Building Administration

Third Monday - Building Department and/or Building Staff

Fourth Monday - Area-wide or City-wide Department or Committee
  - b. All employees, unless excused by the administration, shall attend each scheduled staff meeting. Failure to attend any of the above meetings may result, in a loss of 1/1000 of the BA, Step One, salary for each meeting missed.
  - c. Employees acknowledge that in an emergency situation, a meeting may be called at any time.
  - d. The Executive Council may alter the above schedule to allow for special needs.
6. Employee Participation in Evening Functions
- The building principal or his/her designee will

schedule five (5) after school or evening functions during the school year. One of these functions shall be the first P.T.A. or Open House each year. Employees not attending the above events may be penalized 1/1000 of the BA, Step One, for each function missed.

7. Travel Time

Time shall be allowed for all employees required to travel between buildings. Such travel is not to be considered part of regular released time or lunch period.

8. Community Education Workload

The maximum workload for Community Education teachers shall not exceed thirty-two and one-half (32.5) work hours per week which includes not more than thirty (30) instructional hours per week. Working hours shall not exceed the total working hours of Secondary Division employees.

K. LUNCH PERIOD

Employees are permitted to leave their school buildings during their duty-free lunch period.

L. PARENT-EMPLOYEE CONFERENCE

1. There shall be some released time for parent-employee conferences (see Appendix A-1 and A-2).
2. Based on need as determined by the principals upon the recommendations of the individual kindergarten teacher, a substitute teacher will be provided to allow additional time for the kindergarten teacher to have parent-employee conferences.

M. JOB ASSIGNMENT

Employees shall be given written notice of their individual specific area job assignment for the forthcoming school year not later than August 15 of each year.

N. PLAN BOOK

All classroom teachers must have or provide a plan book which contains general plans for a week in advance and detailed lesson plans for one (1) day in advance. Such plan book must be available in the building at all times.

O. EXTRA-CURRICULAR ASSIGNMENT

Extra-Curricular assignments, carrying additional remuneration, shall not be automatically renewed each year. The building principal shall maintain the right to recommend to the Superintendent the employee who has the best qualifications for the assignment. An employee is not required to accept the assignment against his/her will.

P. DRIVER EDUCATION - AFTER SCHOOL AND SUMMER

1. Qualified employees shall be selected for assignment on the basis of:
  - a. Employees wishing to be considered for a driver's education assignment must apply on or before May 20 of each year for the forthcoming summer sessions and at least ten (10) days prior to the beginning of the fall, winter and spring sessions.
  - b. Priority of employment shall be given to Grand Rapids Public Schools employees.
  - c. Experienced employees will be selected on the basis of seniority from among those applicants whose last drivers' education employee's evaluation was satisfactory. Seniority is determined by the number of sessions taught in the Grand Rapids Drivers' Education Program counting from the present back (but not to exceed four (4) calendar years) until the necessary staff is acquired.
  - d. Employees who worked at least two (2) sessions during the past school year shall be given first consideration for summer school assignments without regard to seniority.
  - e. The Board of Education may authorize a leave of absence not to exceed one (1) year. Time on leave of absence will not count towards seniority.
  - f. Employees who decline an offered assignment within the limits of his/her application and teach driver's education in another school district without an approved leave of absence will forfeit earned seniority.
2. Employees shall be given written notification of their assignments.

Q. CLASS SIZE

The following is understood by the parties as realistic numbers and procedures subject to types of exceptions noted in the report of the Instructional Council, dated March 26, 1968, and including the exception because of innovative programs.

1. The parties recognize that optimum school facilities for both students and teachers are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end. The number of students a teacher is required to instruct may be an important aspect of an

effective educational program and the parties agree that class size should meet the following guidelines except in physical education, band, vocal music, typing, study hall, experimental classes and any other large group instruction.

2. It is agreed that the following individual class sizes are desirable:

K-2	25 students
3-6	27 students
7-12	29 students

3. Whenever a teacher's class size is significantly greater than the above and a teacher recognizes that the needs of the students are not being adequately met because of class size, that teacher may request relief following the procedure described below:
  - a. The teacher shall communicate with his/her principal the relief sought and attempt to resolve the matter.
  - b. If, following this attempt, the problem is not resolved, by ten (10) school days after the first full day of student instruction, and it is recognized that additional assistance is necessary to meet the needs of the students, the teacher shall notify the appropriate director. The director shall immediately acknowledge receipt of the request.
  - c. The director shall attempt to resolve the alleged adverse conditions within five (5) working days after receipt of written request.
  - d. In reviewing a class size problem, the director shall consider the following:
    1. Number of students in each class
    2. Number of classes being taught by the teacher
    3. Building average
    4. Number of disadvantaged students in each class
    5. Size of classroom or facility
    6. Combination classes
    7. Number of students mainstreamed
    8. Instructional materials and equipment available
    9. Nature of subject and skills taught, i.e., basic or enrichment
    10. Availability of instructional support staff
  - e. The director shall within five (5) days report to the teacher a solution from the alternatives listed below:
    1. Assignment of a professional
    2. Reassignment of student(s) to another class

- or facility
  - 3. Assignment of a teacher aide
  - 4. Any other mutually acceptable solution
  - 5. Volunteer parental assistance
  - 6. Purchase additional equipment
  - 7. Purchase additional materials
  - 8. Maintain the status quo
- f. In the event the decision of the director falls within items 5-8 above and the teacher is not satisfied with the decision he/she may request, in writing through the director, that a committee be established for a hearing.
- g. The director shall within five (5) working days convene a committee comprised of the following:
  - 1. The affected teacher
  - 2. His/her building principal
  - 3. A teacher designated by the Association
  - 4. One other designated Administrator
- h. The committee shall consider the conditions as outlined in d. 1-10 above and shall recommend to the Superintendent or designee, within five (5) working days, a solution from e.1-8.
- i. Within five (5) school days following receipt of the committee recommendation the Superintendent or designee may:
  - 1. Implement the committee decision
- or
- 2. Implement an alternative solution from 1-7 above or other solution unless District funding constraints would not allow implementation.
- j. Nothing shall prevent any teacher, upon mutual agreement of the teacher and principal, from accepting additional students.
- 4. This Section (Article XI, Section Q) is excluded from the grievance procedure except in the event of any failure to observe the above procedure, the teacher may initiate a grievance, and the issue will be dealt with as a Type A grievance.

R. PERFORMANCE CONTRACTS AND OTHER SUBCONTRACTS

- 1. Future performance contracts or any type of sub-contract that involves services performed by employees covered by this Agreement shall contain a clause stating that all terms and conditions of the Master Agreement must be adhered to by the subcontractor.
- 2. The Board is responsible for enforcing the subcontracts. No employee shall be held liable for any

subcontractor's action which is in violation of the subcontract or the Master Agreement.

3. The Board agrees to notify the Instructional Council of its intention to participate in a performance contracting or subcontracting program.
4. The Board agrees that it will not enter into a subcontract that employs its own employees if such action will cause a reduction of personnel in the pre K-12 unit.

## ARTICLE XII

### EMPLOYEE PROTECTION

#### A. CONTROL AND DISCIPLINE

Employees complying with Board Rules and Regulations and who are acting in the line of duty, with respect to maintenance of control and discipline in the classroom and other school activities, shall be given support and assistance by the Board. Employees recognize a mutual responsibility for the enforcement of school law, order and policies. Therefore, in all cases, the teacher shall follow the established disciplinary process. Whenever it appears to the classroom teacher that a pupil and/or pupils require the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, a recommendation may be submitted to the administration and they shall take appropriate action.

#### B. PUPIL REMOVAL

1. A teacher may remove a pupil from class to a place designated by the administration when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation make continued presence of the student intolerable. In such cases, the teacher will furnish the principal or immediate supervisor with full particulars of the incident as soon as possible.
2. A teacher may recommend suspension and/or exclusion of such children from his/her classroom.

#### C. ASSAULT

If an employee, acting in the line of duty, is assaulted, the incident shall be immediately reported to the Board or its representative. The Board shall provide legal counsel to the employee in connection with handling of the incident by law enforcement and judicial authorities.

#### D. EMPLOYEE INJURY

In cases of an assault or injury inflicted by a student on an employee while he/she is acting in the line of duty as an employee of the Board, the time lost if any, by the employee

shall not be charged against the employee's sick leave and the employee shall continue to be paid by the Board. When Worker's Compensation is paid, the Board shall pay the difference between that sum and the employee's regular salary, not to exceed two (2) years. Should the injury to the employee be of such nature as to cause an inability on the part of the employee to perform his/her duties beyond the above two (2) year provision, this section shall in no way waive the rights of the employee to pursue claims for liability. During the above period of such disability, said employee shall be entitled to full applicable benefits of all employees' rights and privileges included in this Agreement.

E. STUDENT ASSAULT ON AN EMPLOYEE

In case of an assault by a student or students on an employee, while the employee is acting in the line of duty, causing damage to the employee's personal property, including clothing, the Board shall make an equitable financial settlement for such loss with the employee involved. Such loss shall be reported immediately to the building administrator.

F. AUTOMOBILE VANDALISM AND/OR THEFT

Reimbursement to employees for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:

1. The employee is acting in the line of duty when such loss occurs and the automobile is parked in the designated area as assigned by the building administrator.
2. Such loss occurs during the time the employee was acting in the line of duty.
3. The employee's insurance carrier or the employee has paid the first claim, (during the duration of this Agreement under conditions 1. and 2. above) except the Board will pay the first \$75.00 or the claim - whichever is less.
4. The items damaged or stolen are attachments to and are regular accessories of the automobile. Note: Tapes and tape decks are not considered to be a regular accessory.
5. The automobile was secured (windows closed, doors locked).
6. The damage was properly reported to the police or school liaison officer and building administrator immediately after the discovery of loss.
7. The employee signs the claim form stating the damage and/or loss was, to the best of that employee's knowledge, done while he/she was acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from re-



putable local businesses shall be attached. The forms will be obtained from the building principal or the immediate supervisor.

G. COMPLAINT ABOUT AN EMPLOYEE

Any complaint directed toward an employee which is to become a part of that employee's permanent personnel record and any other legitimate complaints shall promptly be called to that employee's attention.

H. REPRIMAND

1. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of professional benefits provided in this Agreement without just cause. Any evidence of alleged misbehavior shall be immediately deleted from an employee's personnel file if found to be untrue. Information forming the basis for the reduction of benefits provided in this Agreement will be available to the employee and the Association.
2. Prior to placing a written reprimand in the employee's official personnel file, the administrator making the reprimand shall:
  - a. Present the employee being reprimanded a copy of the reprimand.
  - b. Give the employee an opportunity to have an Association representative hear the reasons and/or conditions for such action.
  - c. Request the employee to sign the original copy which indicates the employee has had the opportunity to read the reprimand. The signature is in no way to be construed as acceptance or approval of the reprimand but is a verification that the employee is aware the reprimand is in his/her permanent file. If the employee refuses to sign the original copy, the administrator will indicate such refusal on that copy.

ARTICLE XIII

COMPENSATION AND BENEFITS

A. SCHOOL CALENDARS

1. The salary schedule shall be based on teaching hours and workloads as spelled out in this Agreement and shall comply with the school calendars as shown in Appendix A-1 and A-2.
2. For all positions required by the Mandatory Special Education Act, the 230 day work year shall apply.

B. SALARY SCHEDULES

1. The salaries of employees covered by this Agreement are set forth in Appendix B-1 and B-2.
2. The salaries for extra-curricular activities and additional assignments are as set forth in Appendix C.

C. PAY PERIOD

Employees shall be paid in twenty-six (26) approximately equal payments per year; one (1) every two (2) weeks beginning in September. Each employee who is terminating his/her services at the end of the school year and submits his/her resignation to the Director of Personnel or each employee who wishes to be paid in full following completion of the school year and who submits his/her request to the Director of Personnel for such pay prior to May 1 of that year shall be paid in full no later than the last payday of the fiscal year.

D. EXTRA-CURRICULAR ASSIGNMENTS

1. Payment for extra-curricular assignments that commence before the regular school year shall begin with the first paycheck and be evenly distributed among the remaining pay periods.
2. Payment for extra-curricular assignments that are made at the beginning of the school year but which duties commence after the beginning of the regular school year shall begin no later than the third pay check and be evenly distributed among the remaining pay periods.
3. Payment for extra-curricular assignments made after the school year has started shall begin as soon as practicable and evenly distributed among the remaining pay periods.

E. SUBSTITUTE TEACHING

Teachers who are requested by the principal and agree to substitute during their preparation period will receive compensation at the rate provided in Appendix C, Item G.

F.

G. INSURANCE BENEFITS

1. General Provisions Related To Insurance Coverage
  - a. In the event that an employee has exhausted paid sick leave the above mentioned fringe benefits

shall continue uninterrupted throughout the period of disability when paid by the employee at the group rate.

- b. In the event that an employee is disabled through an injury or illness covered by Worker's Disability Compensation, all fringe benefits shall continue, paid by the Board, for six (6) months. If the employee is still disabled after six (6) months, he/she shall be allowed to continue all fringe benefits per a. above.
- c. Each employee must select hospital-medical coverage based on COORDINATION (need and family status) OF BENEFITS. The selections are listed below:
  - 1) Employee with family
  - 2) Employee and spouse
  - 3) Employee only
  - 4) Option Program
  - 5) None

Example: If your spouse is not covered with hospital-medical coverage, you should select 1) or 2). If your spouse has single hospital-medical coverage with his/her employer, you should select 3). If your spouse has you covered, you should select 4) or 5).

- d. Part-time (one-half time or more) employees are entitled to all benefits and the Board will provide them at an amount pro-rated to the amount of time worked if permitted by the underwriters with the exception noted in #5 below.
- e. The Board shall make payment of insurance premiums for all persons to assure insurance coverage for the full period commencing January 1, 1981, and ending August 31, 1982, even though the employee may not be returning for the ensuing school year. The open enrollment period shall be jointly established by the Board, the Association, MESSA, and Blue-Cross and shall in-

#### 4. Hospital-Medical

##### a. Carrier

- 1. Employees shall continue to be insured by their present carrier unless they notify the Board Business Office of a change on or

before the last day of the open enrollment period of the insurance companies.

2. New employees shall make a choice of carriers prior to commencing employment.
3. No employee shall change carriers during the remaining duration of this Agreement except during the open enrollment periods.

b. Coverage (NOTE: See G.l.c.)

1. The Board shall provide the employee's choice of either:
  - a. One hundred (100%) percent of the premium costs for Blue Cross-Blue Shield (MVF-1) non-deductible, semi-private service and master medical (MM-1+N2) with riders, ML, DNM365, NM365, IMB-OB, CC-CLC, DCCR-DC, FAE-RC, VST, MMC-BL2 and \$2.00 PDP Co-pay coverage.

OR

- b. Eighty-five (85%) percent of the premium costs (January 2, 1981 through August 31, 1981) for MESSA Super Med I protection. MESSA-Care and Medicare premiums will be paid on behalf of the employee, spouse, and/or dependents eligible for Medicare. Effective September 1, 1981, the Board will increase its subsidy to eighty-seven and one-half (87.5%) percent of the premium costs for this program.

3. Death Benefit

If an employee dies while under contract with the Board, the employee's estate will receive a cash death benefit of \$15,000 at the time of death, or \$10,000 if the employee is covered by the MESSA medical insurance. Part-time (one-half time or more) employees will receive fifty (50%) percent of the amounts specified above.

4. Long Term Disability

- a. Will be provided for each full-time employee
- b. Benefits
  1. 90 calendar-day waiting period
  2. 50% of the employee's salary schedule step in Appendix B
- c. Offsets
  1. Social Security
  2. Worker's Compensation
  3. Teacher's Retirement

- d. See Memorandum of Understanding dated October 13, 1980. Such memorandum is on file in the Employee Relations Office.

5. Dental Insurance

The Board shall provide without cost to the employee the Delta/Dental Care Program C (50-50) for the employee and their eligible dependents with the 01 orthodontic rider (50% to a maximum of \$500.00). The plan shall include Internal and External Coordination of Benefits (COB). This program shall be available to all employees who work twenty (20) hours or more per week.

6. Option Group

For those employees not electing health insurance (#2 above) the Board will provide the following benefits in lieu of health insurance.

- a. The Board shall provide without cost to the employee MESSA dependent life insurance protection in the amount of \$10,000 for the spouse and \$5,000 for each dependent child. In the event of accidental death, the insurance will pay double the specified amount; in the event of accidental dismemberment, the insurance will pay according to the schedule.
- b. The Board shall provide without cost to the employee the MEA Legal Services Plan (MEALS).
- c. The Board shall provide an additional \$10,000 MESSA term life insurance until the employee retires.

If the employee becomes totally disabled from any cause before reaching age 60, the life insurance provided will be continued for the duration of his/her total disability without payment of further premiums regardless as to whether or not the carrier is still in force.

- d. The Board shall provide without cost to the employee MESSA Vision Care Plan II for the employee and his/her eligible dependents.
- e. The parties agree that the above benefits may be adjusted so that the total cost of the package per employee does not exceed \$25.00 per month.

I. TUITION REIMBURSEMENT

1. Qualifications

- a. Employees holding permanent, continuing or life certification may qualify provided they are not eligible for tuition reimbursement from other sources. Nurses and therapists are eligible after completing three (3) years of Grand Rapids Public School employment.

- ## 2. Course Approval

- ### 3. Tuition Reimbursement Rates

4. Maximum Number of Hours Per Year (September 1 - August 31) for tuition reimbursement:

5. Tuition Reimbursement Application Procedures:

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- b. Employee must satisfactorily complete the course with a passing grade.
- c. The employee must submit the tuition receipt to the approving party in a. for payment authorization.
- d. The Business Office shall make payments according to its procedures.

#### ARTICLE XIV

##### PLACEMENT ON SALARY SCHEDULE

###### A. PLACEMENT

Placement on salary schedules shall be on the basis of training and experience as hereinafter defined (see Article XIV, B. through G.).

###### B. CREDIT AND ADVANCEMENT

- 1. Credit on the schedule will be allowed for obtaining only one (1) Bachelor, Master, Specialist, Candidate or Doctorate degree.
- 2. Employees who work 50% or more of the work year, including those on temporary contracts, shall be granted one (1) step on the salary schedule unless otherwise prohibited by this Agreement.
- 3. In the event an employee is placed on a third year probation by the Board, that employee shall not move to the next higher step on the salary schedule for that year.

###### C. EXPERIENCE

The Board may, but shall not be required to, grant credit up to five (5) years for outside teaching experience to each new employee provided a report is submitted periodically, including the names, years of experience and years of experience granted, to the Association. Credit on the salary schedule for outside experience above five (5) years may be granted by mutual agreement between the G.R.E.A. and the Superintendent.

###### D. GRAND RAPIDS EXPERIENCE

Full credit for prior contracted teaching experiences in the Grand Rapids Public School District will be allowed provided such experience was within the fifteen (15) year period immediately preceding reappointment.

###### E. ADDITIONAL TRAINING

- 1. Employees who complete additional training and who are eligible for a higher classification on the salary schedule shall submit written proof of such eligibility to the Superintendent of Schools prior to October 1 or February 1 of the semester wherein the salary change is to be applied. The change from one (1) salary

schedule to another shall be a horizontal step movement.

2. If an employee completes a higher degree but the degree has not been granted and submitted to the Personnel Office on or before October 1 or February 1, the additional remuneration shall not begin (i.e., earnings begin) until the beginning of the semester following receipt of the degree unless such time is extended by mutual agreement between the employee and Personnel Office provided the delay of submission of the degree is beyond the control of the employee.
3. Each MA+ credit hour applicable to the MA+ salary schedule shall be earned subsequent to the issue date of the MA degree.
4. The Grand Rapids Professional Growth credits will apply to the MA+ schedule. Professional Growth credits earned before the employee receives his/her MA degree will be applied to the MA+ schedule after he/she receives the MA degree.

F. INTERNS

E.I.P., C.I.P. and S.E.I.P. interns shall be granted one (1) year of experience on the B.A. degree salary schedule for time served in the Grand Rapids Board of Education intern program and upon signing the initial teaching contract for the year following completion of such degree.

G. INDUSTRIAL OR BUSINESS EXPERIENCE

Credit on the salary schedule may, upon recommendation of the Superintendent, be given to incoming employees for industrial or business experience provided such experience is related to the employee's assignment.

ARTICLE XV

LEAVES OF ABSENCE WITHOUT PAY

A. GENERAL PROVISIONS

1. The Board shall make every effort to return an employee who has been on an extended leave of absence to the same or comparable position, if one exists, or any other position mutually agreed to by the employee and administration. There is no guarantee that any employee can be returned to a specific building, grade level or special assignment at the conclusion of a period of absence exceeding one (1) semester in length except as otherwise provided in this Agreement.
2. The Board shall reemploy any employee returning from an approved leave of absence at the beginning of a school year or at mid-year of the school year according to the procedures set forth in this Article unless changed by mutual agreement between the employee and the Superintendent or designee.



3. All requests for leave of absence will be applied for and granted or denied in writing. The employee must apply for the leave at least forty (40) days prior to its commencement, except in cases of emergency or urgency.
4. The employee must notify the Board, in writing, of his/her intention to return from such leave or file request for renewal for such leave on December 1 or March 1, whichever date falls in the last semester of the leave. This requirement will be stated on the leave form. Failure to comply with this notification shall constitute voluntary employee resignation from Board employment. Exceptions to this procedure may be made by the Director of Personnel in cases of emergency or urgency.
5. No benefits will accrue to an employee during a leave of absence except as otherwise stated herein. Upon return from leave, the employee's unused sick leave benefit, seniority and salary increments which had been accumulated at the time the leave commenced will be restored to him/her.
6. Any probationary employee who is a recipient of such leave shall return as a probationary employee and must serve satisfactorily at least one (1) school year prior to being placed on tenure status.
7. Leaves of absence without pay may be mutually extended in writing by the Board and the employee.
8. An employee returning from leave provided in this Article shall be placed on that step of the salary schedule from which the employee went on leave unless the employee was employed for at least 50 percent of his/her last employment year, in which case he/she shall be advanced to the next step.
9. Upon completion of any leave granted in accordance with the provision of this Article, and in the event the employee does not return to employment, he/she is terminated from the Board.

B. PERSONAL ILLNESS

1. Any employee who has been afflicted with extended personal illness will be granted a leave of absence up to one (1) year upon application thereof. Such application must be accompanied by a physician's certification of recommendation supporting same. Such leave shall be without pay and without increment advancement. The Board may, at its expense, require a medical examination as a prerequisite to reinstatement after any such leave.
2. A written clearance by the employee's physician stating the employee is physically able to resume employment duties may be required prior to the employee resuming his/her employment position with the Board.

C. PEACE CORPS, UNITED STATES GOVERNMENT TEACHING, EXCHANGE TEACHING

1. After submitting a written request and upon the approval of the Superintendent, any tenure employee will be granted a leave without pay to serve in the Peace Corps, exchange teaching or teaching for the United States Government overseas. Any such employee engaged as a full-time participant in any such programs and upon return from such leave will be advanced on the salary schedule as if employed by the Board. Such leave will not exceed two (2) years.
2. Any employee who is drafted into the military service of the United States shall be granted a leave of absence not to exceed the time for which the employee is drafted.

D. SELF IMPROVEMENT THROUGH STUDY

1. Upon approval of the Superintendent, a leave of absence without pay for up to one (1) year will be granted to any employee who desires study leave. Such leaves for study may be renewed upon approval of the Superintendent
2. Leaves for study shall be placed in one (1) of the two (2) following categories:
  - a. Study related to employee's assignment or prospective assignment as determined at the time of application. The employee will, provided he/she was a full-time participant (the employee must submit written proof to the Personnel Office upon return) in the study program and upon return from such be reemployed and will be advanced on the salary schedule as if he/she were employed by the Board.
  - b. Study not related to employee's assignment or prospective assignments as determined at the time of application. The employee will, provided he/she was a full-time participant in the study program and upon return from such be reemployed when a vacancy exists in an area in which he/she is qualified. The minimum qualifications for the returning teacher shall be as follows:
    - 1) possess a provisional or permanent certificate in the area the vacancy exists
    - 2) possess eighteen (18) semester hours or the minimum required by the North Central Association in the area the vacancy exists or have taught in the area within the last five (5) years.

E. PUBLIC OFFICE

1. Upon thirty (30) days' notice and upon approval of the Superintendent, the Board shall grant a leave of absence for not more than three (3) weeks, without pay, to any employee to campaign for public office. If the

employee does not exercise the leave of absence listed in E.2. below, the Board agrees to return the employee to the same position held prior to the leave.

2. If the employee is elected to the public office and it is necessary to discontinue his/her employment in the Grand Rapids Public Schools in order to fulfill the requirements of his/her political office, he/she may, at the discretion of the Board, be granted a leave without pay for the term of the elected office but shall not exceed two (2) years.

F. MATERNITY/CHILD CARE

1. The Board shall grant a leave without pay, not to exceed one (1) year, to any employee who is pregnant or is required, as determined by the employee, to be absent from his/her position for the purpose of caring for a child who is placed in his/her residence or may be placed as a newborn, adopted, or is placed in the employee's legal custody by a court of competent jurisdiction.
2. Any employee placed on such leave shall not be employed elsewhere during the period covered by the leave. If so employed, the leave is void and therefore cancelled.
3. The employee will be returned to the position the employee occupied prior to the beginning of the leave provided the leave is less than one (1) year and the employee made the request in writing at the time the leave began.

G. G.R.E.A. OFFICER LEAVE

A leave of absence of up to two (2) years for one (1) employee shall be granted to any employee upon application for the purpose of serving as an officer of the G.R.E.A. Upon return from such leave, that employee shall be placed on the salary schedule and on the step that he/she would have been placed had he/she worked in the system during such leave period.

H. OTHER LEAVES

Other leaves of absence without pay may be granted by the Board.

I. UNEXCUSED LEAVES

Employees will not be paid for unexcused leaves and will not be paid for the holidays listed below if the employee is absent on unexcused leave either before and/or after a holiday (Labor Day, Thanksgiving, day after Thanksgiving and Memorial Day).

J. CAREER EXPLORATION LEAVE

1. Upon approval of the Superintendent, the Board will grant a leave of absence up to one (1) year to any employee for the purpose of career exploration.

2. During such leave the employee may not be employed in a similar position with another educational institution. Exception may be provided through mutual agreement of the employee and the Superintendent or designee.

## ARTICLE XVI

### LEAVES OF ABSENCE WITH PAY

#### A. SABBATICAL LEAVES

All employees shall be eligible for a one (1) year reoccurring study leave after completing no less than seven (7) years of professional service in the Grand Rapids Public Schools. Granting of study leaves shall be in accordance with the present Rules and Regulations pertaining thereto (see Board Policy 4152.1, Sabbatical Leaves, adopted August 3, 1971). The Board will pay an employee one-half of the contractual salary ordinarily received. The following school year, the employee must return to the Grand Rapids Public Schools and render at least two (2) consecutive years of satisfactory service. A one (1) semester study leave may also be granted under the same terms, except the obligation to return to the Grand Rapids Public Schools shall be for one (1) year.

#### B. Accumulated Leave Days (Illness-Bereavement-Personal Business)

1. Each employee shall be eligible to receive leave with pay subject to the limitations provided herein and all days used shall be deducted from accumulated leave.
2. Each employee shall receive accumulated leave days at the rate of eleven (11) days per annum. Employees who work 230 days shall receive thirteen (13) days per annum. The days shall become effective when the employee reports for duty as authorized. In the event an employee terminates employment during the work year, the above days shall be pro-rated to the time employed that year. Any necessary payroll adjustments shall be made on the employee's last paycheck.
3. Unused, earned leave days shall be cumulative for each individual employee. The amount of each employee's accumulation is unlimited.
4. Leave time may be used for absence from duty because of personal illness, injury or on orders of a physician to remain absent due to exposure to disease. In cases subject to Worker's Compensation Law, such leave time may be used to supplement Worker's Compensation so that the total amount paid an employee will equal but not exceed the regular salary for the period of absence from duty.
5. Leave time because of illness or injury of a relative or friend shall be allowed to provide for emergency arrangements and shall not exceed two (2) working days per each illness or injury.

6. Leave time not to exceed nine (9) days per occurrence may be used for circumstances surrounding the critical illness (as determined by the appropriate attending physician) or death of a member of the immediate family (spouse, son, daughter, sister, father or mother) of an employee or for another relative who stands in the stead of an immediate family member.
  - a. Leave time for death of other relatives shall not exceed five (5) working days per occurrence.
  - b. Leave time for death of friends shall not exceed two (2) working days per occurrence.
7. Any employee absent because of personal illness, injury or on orders of a physician to remain absent from duty due to exposure to disease for more than ten (10) working days in any one (1) year may be required by the Superintendent of Schools to provide a medical statement by a reputable physician certifying that the employee was unable to be on duty during such absence. The Superintendent of Schools, at his/her option, may require approval of any such medical certificate by another physician selected by him/her.
8. Accumulated leave time shall terminate upon death of the employee or upon severance or suspension of employment except when a leave of absence is granted by the Board under the Leave of Absence provisions of this Agreement or as provided in Article XXI.
9. Employees who are absent either before or after a holiday for which pay is granted will not be paid for that holiday except when absence is due to proven illness or injury. (The holidays are Labor Day, Thanksgiving Day, day after Thanksgiving, and Memorial Day).
10. Any misuse of leave may result in disciplinary action.
11. Each employee may use, yearly, one leave day for the employee's personal business. Leaves will be granted under the following conditions:

#### CATEGORY I

- a. Application made on the form provided by the Board and processed according to administrative rules.
- b. Application submitted at least five (5) working days in advance of the anticipated absence except in cases of emergency. In such cases the employee shall apply as soon as possible.
- c. This leave shall not be utilized for recreational and/or hunting and fishing purposes.
- d. Such leave may not be utilized the day immediately before or after a holiday or vacation period. (Exceptions may be made by Superintendent or designee).

Page 49 is missing

Page 50 is missing

4. A "working day" shall be any day, Monday through Friday except holidays and days school is recessed as shown in the calendars (Appendix A-1 and A-2). Further, "work days" within the summer shall be Monday through Friday, except holidays.

B. NON-GRIEVABLE ITEMS

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

1. Failure to reemploy any employee on a probationary contract.
2. The placing of a non-tenure employee on a third year of probation.
3. Except as otherwise provided herein, any claim or complaint for which there is another remedial procedure or forum established by law including any matter subject to the procedure specified in the Teacher Tenure Act.

C. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement.

D. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in this Article. A supply of the grievance forms shall be on file with the Association building representative, the building principal and/or the immediate supervisor.

1. Level One

- a. An employee may, within five (5) working days of the occurrence of the grievance, orally discuss the matter with the principal or immediate supervisor with the objective of resolving the matter informally. If the aggrieved is not satisfied with the disposition from the oral discussion and wishes to



further pursue the matter, the aggrieved employee shall file the grievance, in writing. The written grievance must be submitted to the principal or immediate supervisor within fifteen (15) working days of the occurrence of the grievance.

- b. Five (5) copies of this written grievance shall be prepared by the employee and one (1) copy shall be sent to each of the following: G.R.E.A., principal or immediate supervisor, Director of Elementary or Secondary Schools, Assistant Superintendent of Employee Relations.
- c. Within three (3) working days of the filing date, the principal or supervisor and/or their representative will meet with the aggrieved and/or the aggrieved's representative in an effort to resolve it. A written answer shall be given within three (3) working days after such meeting. Copies of the answer shall be sent to the parties as in b. above.

## 2. Level Two

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level One c., or if no decision has been rendered in the time allowed, a letter shall, within five (5) working days thereafter, be transmitted by the employee or the employee's representative to the Assistant Superintendent of Employee Relations stating a desire to pursue the grievance to Level Two. At this level, the grievance or letter must be co-signed by the aggrieved and the Association.
- b. Within ten (10) working days of receipt of such grievance, the Assistant Superintendent of Employee Relations or designee will meet with the Association to discuss the issues. The aggrieved may be present and shall be present at the request of either the Assistant Superintendent of Employee Relations or the Association. A written answer shall be given within fifteen (15) working days after receipt of such grievance.
- c. An Association grievance commencing at this level shall be filed within ten (10) working days of the alleged occurrence of such grievance.

## 3. Level Three

If the aggrieved is not satisfied with the disposition of the grievance at Level Two, the employee shall, within five (5) working days thereafter, transmit it by letter to the Secretary of the Board with a statement of reasons why it is being appealed. At the next regular meeting, the Board (or its designated agent) shall consider the grievance or may designate a committee which may or may not include Board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board shall make a final decision thereon at the following regular or special Board meeting.

4. Level Four

- a. If the decision of the Board is not satisfactory to the aggrieved, the grievance may be submitted for arbitration by written notice given by the Association within fifteen (15) days after receipt of the Board's decision. An impartial arbitrator shall be promptly selected by the parties from a panel of five (5) qualified persons prepared by the Michigan Employment Relations Commission, or a list from the American Arbitration Association in accordance with their rules and regulations with the requesting party liable for the filing fee.
  - b. The power of the arbitrator shall be limited to the interpretation of the application of the express terms of this Agreement and the arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be binding on all parties involved.
  - c. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.
5. No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement, which agreement shall be provided, in writing, with copies submitted to both parties.

E. GRIEVANCE HEARINGS

Any employee officially engaged in grievance hearings under the terms of this provision and during regular working hours shall not suffer loss of salary. Neither shall it lead to overload or overtime payments for the time spent at hearings.

ARTICLE XVIII

SANCTIONS, STRIKES AND PENALTIES

A. NO STRIKE

During the term of this Agreement, neither the Association nor any person acting in its behalf nor any individual employee will cause, authorize or support nor will any Association members take part in any strike (i.e., the concerted failure to report for duty, or willfull absence of an employee from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the employees' duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Grand Rapids Public Schools.

B. ASSOCIATION VIOLATION OF STRIKE AND SANCTIONS

The Association will not support the action of any employee taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against an employee who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities prohibited by this Article.

C. TEACHER PENALTY

Willful violation of this Article by any employee or group of employees will constitute just cause for discharge and/or the imposition of discipline or penalties.

D. ASSOCIATION PENALTY

The Board of Education, in the event of violation of this Article, will have the right in addition to the foregoing and any other remedies available at law to seek injunctive relief and damages against the Association.

E. CAUSE OF DISCHARGE

Violation of any terms, sections or provisions of this Agreement by any employee or employees shall constitute just cause of disciplinary action up to and including discharge.

ARTICLE XIX

APPOINTMENTS AND RELEASE OF EMPLOYEES  
TO AND FROM PAID EXTRA-CURRICULAR ASSIGNMENTS

A. ANNUAL APPOINTMENTS

1. All appointments to reimbursed extra-curricular assignments are annual appointments. Such appointments become binding to the Board and the employee at the time the position is authorized.
2. At the time the assignment is made, such assignment shall be accompanied with a written statement which shall name the employee, the assignment, responsibilities involved, the duration of the assignment and the compensation to be paid.

B. APPOINTMENT PROCEDURE

1. Each principal shall annually recommend employees for appointment to each paid extra-curricular assignment authorized for the school year.
  - a. Coaches - The principal shall notify the coach, in writing, not later than five (5) days prior to the end of the school year stating his/her intention as to whether he/she will recommend reappointment, dismissal or placement on probation for the forthcoming year.

b. Other Positions - The principal's recommendations shall be submitted to the appropriate director.

2. The Superintendent shall make official appointments and inform the employee, in writing, stating the position, the step and salary and the effective date of that assignment.

C. RELEASE PROCEDURE

1. The appropriate director, after showing, in writing, due cause, may release or place on probation any employee at any time.
2. Any employee in 1. above or 3. below being released shall be evaluated, in writing, by the principal. A copy of the evaluation shall be presented to the employee. The principal may utilize in formulating the evaluation any oral and written reports from those employees holding positions of higher authority such as head coach, athletic director, department head, etc.
3. Any employee who is desirous of retaining an extra-curricular assignment and who is not being recommended to continue such assignment for the next year, shall have the privilege to:
  - a. Orally discuss this matter with the principal.
  - b. Discuss such action with the principal together with the appropriate director.
  - c. Coaches not reappointed shall have thirty (30) days after written notification for recourse which may include, at the coach's option, a hearing by a board of review. The board shall consist of two (2) administrators, selected by the Superintendent or designee, and two (2) coaches, selected by the coach and one (1) selected by the four (4) members. This board of review shall make recommendations to the Superintendent.
4. The Superintendent's decision shall be final. That decision shall be given, in writing, to the employee and it shall also become part of the employee's personnel file.

D. SATISFACTORY EVALUATIONS

Evaluations are considered satisfactory unless indicated, in writing, to the contrary within thirty (30) days following the conclusion of the extra-curricular assignment. The conclusion of assignment for each athletic coach will be at the completion of the M.H.S.A.A. finals in his/her particular sport.

E. CALENDAR FOR APPOINTMENTS

1. Employees wishing to be relieved of appointment for the ensuing school year shall notify the building principal, in writing, prior to May 10.
2. Employees wishing to apply for any athletic position

shall submit a written application to the principal of the building in which the vacancy exists and a copy to the Director of Athletics.

3. Employees wishing to apply for any position other than athletic shall submit a written application to the building principal and a copy to the appropriate director.
4. Known vacancies other than athletic for the ensuing year shall be published by the principal in his/her building for ten (10) working days prior to May 25. The Director of Athletics shall publish all known vacancies of all secondary schools in each secondary school building for a period of ten (10) working days prior to May 25. Athletic vacancies which become known during the summer shall be posted in the office of the Director of Athletics.
5. The principals shall submit recommendations for appointments for the ensuing school year by May 30 for all positions for which, in terms of known staff and known needs, he/she can arrive at firm recommendations.

#### F. CLINIC PASSES FOR COACHES

1. With the approval of the building principal and the school athletic director and provided approval is granted by the Director of Athletics, the registration fee and travel allowance for senior high coaches and athletic directors to conventions and/or clinics be paid out of athletic funds. This is one (1) clinic or convention per coach per year.
2. Passes issued by the Board of Education for coaches and other athletic personnel attending events in an official capacity are to read "admit bearer and one (1) guest".

### ARTICLE XX

#### MISCELLANEOUS PROVISIONS

##### A. INDIVIDUAL CONTRACT SUBJECT TO MASTER AGREEMENT

1. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
2. Temporary Contracts
  - a. Temporary contracts will not be utilized in filling newly authorized positions. Temporary contracts shall be issued to individuals who are temporarily

filling a vacancy created by an employee who is absent due to a leave or illness and plans to return before the end of the school year or to individuals who are hired after the beginning of the school year to temporarily fill a position for the remainder of the semester or the year.

- b. The temporary contract shall include a termination date or will terminate upon the return of the regular teacher.
- c. Teachers receiving temporary contracts shall be entitled to the same rights and benefits as other teachers including advancing one (1) step on the salary schedule if they taught 50% or more of the year.
- d. When a position or a vacancy is filled by a substitute or a non-association person for more than six (6) weeks, that person will be offered a temporary contract. Pay for the first six (6) weeks of the assignment will be that which is paid for regular substitute teachers in the district. Beginning with the seventh (7th) week, the teacher will be placed on a step within the appropriate salary schedule provided in this Agreement.

B. AGREEMENT SUPERSEDES RULES AND POLICIES

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. CONTRARY TO LAW

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law but all other provisions or applications shall continue in full force and effect.

D. EQUALITY OF APPLICATION

The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, physical impairment, national origin, age, sex, marital status or membership in or association with the activities of any employee organization.

E. COPIES OF AGREEMENT

Copies of this Agreement shall be reproduced at the expense of the Board and one (1) copy shall be presented to each teacher now employed or hereafter employed by the Board during the term of this Agreement.

F. ACTS OF GOD

Nothing in this Agreement shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an Act of God.

G. COMMUNITY EDUCATION

1. Community Education employees shall be exempted from the following:

Article XI, J.6., L., Q.

2. Community Education employees, represented by the Association are classified as follows:

- a. Hourly

1. Any employee employed full-time (30 hours or more per week) the first semester of employment
2. Any employee working 15 hours or more per week but less than 30 hours per week for the first semester of employment.

- b. Contracted

All employees working 15 hours or more per week in Community Education will be placed on a contract (first year probationary) following the first semester of employment.

- c. Current employees who have fulfilled the requirement in Article XX.G.2.b. will be placed on contract as of the effective date of this Agreement.
- d. Community Education contracted employee's salary will be determined by dividing the number of days worked by the number of employee work days in calendar (see Appendix A-1 and A-2- Elementary, Middle and Senior employee) times the appropriate step on the salary schedule.

ARTICLE XXI

RETIREMENT

Any employee who has reached the age requirement of the Michigan Teachers' Retirement Act and has completed at least ten (10) years of service with the Grand Rapids Public Schools, shall receive, upon retirement, \$25.00 for each day of unused sick leave days (accumulated at the time of retirement) up to a maximum of two hundred (200) days or \$40.00 per year for Grand Rapids service, whichever is the greater.

ARTICLE XXII

DURATION OF CONTRACT

This Agreement shall be effective as of October 14,  
1980, and shall continue in effect until August 31, 1982. This  
Agreement shall not be extended orally and it is understood that  
it shall expire on the date indicated.

THE BOARD OF EDUCATION OF  
THE GRAND RAPIDS PUBLIC SCHOOLS

BY Rosemary Alland  
Its President

BY David J. Bailey  
Its Secretary

BY Roland Lubbinge  
Its Chief Negotiator

THE GRAND RAPIDS EDUCATION  
ASSOCIATION

BY Roger W. Hill  
Its President

BY Charles W. Parker  
Its Negotiation Chairperson

BY Willie R. Suber  
Its Chief Negotiator



## APPENDIX A

### GENERAL PROVISIONS

#### 1. Calendar Codes

- ☐ New Teachers
- ☐ Holidays
- ☒ All Teachers; No Students
- ☒ Students A.M.; Teachers All Day
- ☐ Students and Teachers All Day
- ☐ Parent-Employee Conferences

#### 2. Nurses

Nurses' work year shall be three (3) days in addition to the regular school year with the three (3) days scheduled immediately before or after the regular school year.

#### 3. 230-Day Program

In addition to regular vacation days, each employee who is assigned to the 230-day calendar (235 days for employee required by the State) will have six (6) off-duty days during the work year. These days will be scheduled by mutual agreement between the employee and the administration. These employees will also be allowed every third summer off without pay.

#### 4. Professional Development - Six (6) Hours

Each employee shall participate in a minimum of six (6) hours of Staff Development programming each calendar year. The employee may satisfy this requirement by participating in programs, workshops, conferences or courses offered through the Grand Rapids Public Schools' Staff Development Council, Kent Intermediate School District's Professional Development Center, the State Department of Education, Educational Professional Organizations and/or universities and colleges.

The requirement shall be satisfied outside of the regular work day and in addition to those programs and courses reimbursed by the Grand Rapids Public Schools pursuant to Article XIII, I and Appendix C.H.3.

Each employee shall be responsible for reporting, in writing, the completion of this requirement to his/her immediate supervisor by the end of the employee's work year unless extended by the Administration.

Non-compliance may result in a pro-rated salary reduction of up to one (1) full day based upon the level of completion.

ELEMENTARY - MIDDLE - SENIOR CALENDAR  
APPENDIX A-1

# 1980 1981

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 1 New Year's Day FEBRUARY 12 Lincoln's Birthday 14 Valentine's Day 18 Washington's Birthday - Obsvd 20 Ash Wednesday 22 Washington's Birthday - Trad MARCH 17 St. Patrick's Day 30 Palm Sunday APRIL 1 Passover - 1st Day 4 Good Friday 6 Easter Sunday 7 Passover - 7th Day 8 Passover - Last Day MAY 11 Mother's Day 17 Armed Forces Day 28 Memorial Day - Obsvd 30 Memorial Day - Trad JUNE 14 Flag Day 15 Father's Day 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 1 New Year's Day 15 Martin Luther King's Birthday FEBRUARY 12 Lincoln's Birthday 14 Valentine's Day 18 Washington's Birthday - Obsvd 22 Washington's Birthday MARCH 4 Ash Wednesday 17 St. Patrick's Day APRIL 12 Palm Sunday 17 Good Friday 18 Easter Sunday 19 Passover Begins MAY 10 Mother's Day 18 Armed Forces Day 18 Victoria Day (Canada) 25 Memorial Day - Obsvd 30 Memorial Day JUNE 14 Flag Day 21 Father's Day JULY 1 Dominion Day (Canada) 4 Independence Day SEPTEMBER 7 Labor Day 29 Rosh Hashanah OCTOBER 8 Yom Kippur 9 Columbus Day 12 Thanksgiving Day (Canada) 24 United Nations Day 31 Halloween NOVEMBER 3 Election Day 11 Veterans Day 28 Thanksgiving Day DECEMBER 8 Hanukkah 25 Christmas	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## FIRST SEMESTER

Aug. 27,28	New Teachers
Sept. 1	Labor Day
Sept. 2	All Teachers Orien.
Sept. 3	First Day of School A.M. Instruction P.M. Teacher Planning
Nov. 11	Parent Teacher Conf.- Evening
Nov. 12	Parent Teacher Conf.- Evening
Nov. 13	Elementary A.M. Instruction P.M. Conferences 1:00-4:00 Secondary (7-12) Instruction All Day
Nov. 14	No School
Nov. 27-28	Thanksgiving Recess
Dec. 22 -	No School - Vacation
Jan. 2	
Jan. 28	Senior - A.M. Exams P.M. Correct Exams Elementary/Middle- Instruction all Day
Jan. 30	End of First Semester

## SECOND SEMESTER

Feb. 2	Second Semester Begins
Mar. 10,11	Parent Teacher Conf.- Evening
Mar. 12	Elementary A.M. Instruction P.M. Conf. - 1:00 - 4:00 Secondary Instruction All Day
Mar. 30 -	Spring Vacation
Apr. 3	
Apr. 17	Good Friday - No School
May 25	Memorial Day - No School
June 16,17	Secondary A.M. Exams P.M. Correct Exams Elementary Instruction All Day
June 18	Last Day Of School Secondary A.M. Exams P.M. Correct Exams Elementary A.M. Instruction P.M. Records
June 19	No Students Records Year End Closing

230-DAY PROGRAM CALENDAR  
APPENDIX A-1

# 1980 1981

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 1 New Year's Day 15 Martin Luther King's Birthday FEBRUARY 12 Lincoln's Birthday 14 Valentine's Day 18 Washington's Birthday - Obsvd 20 Ash Wednesday 22 Washington's Birthday MARCH 17 St. Patrick's Day 30 Palm Sunday APRIL 1 Census Day 1 Passover Begins 4 Good Friday 6 Easter Sunday MAY 11 Mother's Day 17 Armed Forces Day 18 Victoria Day (Canada) 30 Memorial Day JUNE 14 Flag Day 15 Father's Day JULY 1 Dominion Day (Canada) 4 Independence Day SEPTEMBER 1 Labor Day 11 Rosh Hashanah 20 Yom Kippur OCTOBER 12 Columbus Day 13 Thanksgiving Day (Canada) 13 Columbus Day - Obsvd 24 United Nations Day 31 Halloween NOVEMBER 4 Election Day 11 Veterans Day 27 Thanksgiving Day DECEMBER 3 Hanukkah 25 Christmas Day	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 1 New Year's Day 15 Martin Luther King's Birthday FEBRUARY 12 Lincoln's Birthday 14 Valentine's Day 18 Washington's Birthday - Obsvd 20 Ash Wednesday 22 Washington's Birthday MARCH 4 Ash Wednesday 17 St. Patrick's Day APRIL 12 Palm Sunday 17 Good Friday 18 Easter Sunday 19 Passover Begins MAY 10 Mother's Day 18 Armed Forces Day 18 Victoria Day (Canada) 25 Memorial Day - Obsvd 30 Memorial Day JUNE 14 Flag Day 21 Father's Day JULY 1 Dominion Day (Canada) 4 Independence Day SEPTEMBER 7 Labor Day 29 Rosh Hashanah OCTOBER 8 Yom Kippur 12 Columbus Day 12 Thanksgiving Day (Canada) 24 United Nations Day 31 Halloween NOVEMBER 3 Election Day 11 Veterans Day 27 Thanksgiving Day DECEMBER 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## FIRST SEMESTER

Aug. 27, 28	New Teachers
Sept. 1	Labor Day
Sept. 2	All Teachers Orien.
Sept. 3	First Day of School A.M. Instruction P.M. Teacher Png.
Nov. 11	Parent Teacher Conf. Evening
Nov. 12	Parent Teacher Conf. Evening
Nov. 13	Elementary A.M. Instruction P.M. Conferences 1:00 - 4:00 Secondary (7-12) Instruction All Day
Nov. 14	No School
Nov. 27, 28	Thanksgiving Recess
Dec. 22 -	No School - Vacation
Jan. 2	
Jan. 30	End of First Semester

## SECOND SEMESTER

Feb. 2	Second Semester Begins
Mar. 10	Parent Teacher Conf. - 11 Evening
Mar. 12	Elementary A.M. Instruction P.M. Conferences - 1:00 - 4:00 Secondary Instruction All Day
Mar. 30 -	Spring Vacation -
Apr. 3	No School
Apr. 17	Good Friday - No School
May 25	Memorial Day - No School
June 19	No Students Records
July 3	No School

COMMUNITY EDUCATION  
APPENDIX A-1

# 1980 1981

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5		1 2 3 4 5
6 7 8 9 10 11 12		6 7 8 9 10 11 12
13 14 15 16 17 18 19		13 14 15 16 17 18 19
20 21 22 23 24 25 26		20 21 22 23 24 25 26
27 28 29 30 31		27 28 29 30 31
<b>FEBRUARY</b>	<b>JANUARY</b>	<b>AUGUST</b>
S M T W T F S	1 New Year's Day	S M T W T F S
1 2	15 Martin Luther King's Birthday	1 2
3 4 5 6 7 8 9		3 4 5 6 7 8 9
10 11 12 13 14 15 16		10 11 12 13 14 15 16
17 18 19 20 21 22 23		17 18 19 20 21 22 23
24 25 26 27 28 29		24 25 26 27 28 29 30
<b>MARCH</b>	<b>FEBRUARY</b>	<b>SEPTEMBER</b>
S M T W T F S	12 Lincoln's Birthday	S M T W T F S
1	14 Valentine's Day	1 2 3 4 5 6
2 3 4 5 6 7 8	16 Washington's Birthday - Obsvd	7 8 9 10 11 12 13
9 10 11 12 13 14 15	20 Ash Wednesday	14 15 16 17 18 19 20
16 17 18 19 20 21 22	22 Washington's Birthday	21 22 23 24 25 26 27
23 24 25 26 27 28 29		28 29 30
30 31		<b>OCTOBER</b>
<b>APRIL</b>	<b>MARCH</b>	S M T W T F S
S M T W T F S	1 St. Patrick's Day	1 2 3 4
1	30 Palm Sunday	5 6 7 8 9 10 11
2 3 4 5 6 7 8		12 13 14 15 16 17 18
9 10 11 12 13 14 15		19 20 21 22 23 24 25
16 17 18 19 20 21 22		26 27 28 29 30 31
23 24 25 26 27 28 29		<b>NOVEMBER</b>
30 31		S M T W T F S
<b>MAY</b>	<b>APRIL</b>	1
S M T W T F S	12 Palm Sunday	2 3 4 5 6 7 8
1	17 Good Friday	9 10 11 12 13 14 15
2 3 4 5 6 7 8	19 Easter Sunday	16 17 18 19 20 21 22
9 10 11 12 13 14 15	18 Passover Begins	23 24 25 26 27 28 29
16 17 18 19 20 21 22		30
23 24 25 26 27 28 29		<b>DECEMBER</b>
30 31		S M T W T F S
<b>JUNE</b>	<b>MAY</b>	1
S M T W T F S	10 Mother's Day	2 3 4 5 6 7 8
1 2 3 4 5	16 Armed Forces Day	9 10 11 12 13 14 15
6 7 8 9 10 11 12	18 Victoria Day (Canada)	16 17 18 19 20 21 22
13 14 15 16 17 18 19	25 Memorial Day - Obsvd	23 24 25 26 27 28 29
20 21 22 23 24 25 26	30 Memorial Day	30
27 28 29 30		<b>JANUARY</b>
		S M T W T F S
		1 2 3 4 5 6 7
		8 9 10 11 12 13 14
		15 16 17 18 19 20 21
		22 23 24 25 26 27 28
		29 30

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5		5 6 7 8 9 10 11
6 7 8 9 10 11 12		12 13 14 15 16 17 18
13 14 15 16 17 18 19		19 20 21 22 23 24 25
20 21 22 23 24 25 26		26 27 28 29 30 31
27 28 29 30 31		
<b>FEBRUARY</b>	<b>JANUARY</b>	<b>AUGUST</b>
S M T W T F S	1 New Year's Day	S M T W T F S
1 2 3 4 5 6 7	15 Martin Luther King's Birthday	1 2 3 4
8 9 10 11 12 13 14		5 6 7 8 9 10 11
15 16 17 18 19 20 21		12 13 14 15 16 17 18
22 23 24 25 26 27 28		19 20 21 22 23 24 25
<b>MARCH</b>	<b>FEBRUARY</b>	<b>SEPTEMBER</b>
S M T W T F S	12 Lincoln's Birthday	S M T W T F S
1	14 Valentine's Day	1 2 3 4 5 6 7
2 3 4 5 6 7 8	16 Washington's Birthday - Obsvd	8 9 10 11 12 13 14 15
9 10 11 12 13 14 15	22 Washington's Birthday	16 17 18 19 20 21 22
16 17 18 19 20 21 22		23 24 25 26 27 28 29
23 24 25 26 27 28 29		30 31
30 31		<b>OCTOBER</b>
<b>APRIL</b>	<b>MARCH</b>	S M T W T F S
S M T W T F S	1 St. Patrick's Day	1 2 3 4
1	30 Palm Sunday	5 6 7 8 9 10 11
2 3 4 5 6 7 8		12 13 14 15 16 17 18
9 10 11 12 13 14 15		19 20 21 22 23 24 25
16 17 18 19 20 21 22		26 27 28 29 30 31
23 24 25 26 27 28 29		<b>NOVEMBER</b>
30 31		S M T W T F S
<b>MAY</b>	<b>APRIL</b>	1
S M T W T F S	12 Palm Sunday	2 3 4 5 6 7 8
1	17 Good Friday	9 10 11 12 13 14 15
2 3 4 5 6 7 8	19 Easter Sunday	16 17 18 19 20 21 22
9 10 11 12 13 14 15	18 Passover Begins	23 24 25 26 27 28 29
16 17 18 19 20 21 22		30
23 24 25 26 27 28 29		<b>DECEMBER</b>
30 31		S M T W T F S
<b>JUNE</b>	<b>MAY</b>	1
S M T W T F S	10 Mother's Day	2 3 4 5 6 7 8
1 2 3 4 5	16 Armed Forces Day	9 10 11 12 13 14 15
6 7 8 9 10 11 12	18 Victoria Day (Canada)	16 17 18 19 20 21 22
13 14 15 16 17 18 19	25 Memorial Day - Obsvd	23 24 25 26 27 28 29
20 21 22 23 24 25 26	30 Memorial Day	30
27 28 29 30		<b>JANUARY</b>
		S M T W T F S
		1 2 3 4 5 6 7
		8 9 10 11 12 13 14
		15 16 17 18 19 20 21
		22 23 24 25 26 27 28
		29 30

## FIRST SEMESTER

Sept. 1	Labor Day
Sept. 2-12	All Teachers Orientation
Sept. 15	First Day of School
Nov. 27, 28	Thanksgiving Recess
Dec. 22 -	
Jan. 2	No School - Vacation
Jan. 30	End of First Semester

## SECOND SEMESTER

Feb. 2	Second Semester Begins
Mar. 30-	Spring Vacation
Apr. 3	
Apr. 17	Good Friday - No School
May 25	Memorial Day - No School
June 8	Last Day of School For Students
June 9	Teachers - No Students

ELEMENTARY - MIDDLE - SENIOR CALENDAR  
APPENDIX A-2

# 1981 1982

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King's Birthday <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 18 Washington's Birthday - Obsvd 22 Washington's Birthday <b>MARCH</b> 4 Ash Wednesday 17 St. Patrick's Day <b>APRIL</b> 12 Palm Sunday 17 Good Friday 19 Easter Sunday 19 Passover Begins <b>MAY</b> 10 Mother's Day 18 Armed Forces Day 18 Victoria Day (Canada) 25 Memorial Day - Obsvd 30 Memorial Day <b>JUNE</b> 14 Flag Day 21 Father's Day <b>JULY</b> 1 Dominion Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 7 Labor Day 28 Rosh Hashanah <b>OCTOBER</b> 3 Yom Kippur 12 Columbus Day 12 Thanksgiving Day (Canada) 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 3 Election Day 11 Veterans Day 28 Thanksgiving Day <b>DECEMBER</b> 21 Hanukkah 25 Christmas Day	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 15 Washington's Birthday - Obsvd 22 Washington's Birthday - Trad 24 Ash Wednesday <b>MARCH</b> 17 St. Patrick's Day <b>APRIL</b> 4 Palm Sunday 8 Passover - 1st Day 9 Good Friday 11 Easter Sunday 14 Passover - 7th Day 15 Passover - Last Day <b>MAY</b> 8 Mother's Day 15 Armed Forces Day 30 Memorial Day - Trad 31 Memorial Day - Obsvd <b>JUNE</b> 14 Flag Day 18 Father's Day <b>JULY</b> 4 Independence Day <b>SEPTEMBER</b> 6 Labor Day 18 Rosh Hashanah 27 Yom Kippur <b>OCTOBER</b> 11 Columbus Day - Obsvd 12 Columbus Day - Trad <b>NOVEMBER</b> 2 Election Day 11 Veterans Day 25 Thanksgiving Day <b>DECEMBER</b> 11 Hanukkah 25 Christmas	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## FIRST SEMESTER

Sept. 2, 3	New Teachers
Sept. 7	Labor Day
Sept. 8	All Teachers Orien.
Sept. 9	First Day of School A.M. Instruction P.M. Teacher Plng.
Nov. 10	Parent Teacher Conf. Evening
Nov. 11	Parent Teacher Conf. Evening
Nov. 12	Elementary A.M. Instruction P.M. Conferences - 1:00 - 4:00 Secondary Instruction All Day
Nov. 13	No School
Nov. 26, 27	Thanksgiving Recess
Dec. 21 -	No School - Vacation
Jan. 1	
Jan. 20, 21, 22	Senior - A.M. Exams P.M. Correct Exams Elementary/Middle - Instruction All Day
Jan. 22	End of First Semester

## SECOND SEMESTER

Jan. 25	Second Semester Begins
Mar. 9 & 10	Parent Teacher Conf. Evening
Mar. 11	Elementary A.M. Instruction P.M. Conferences - 1:00 - 4:00 Secondary Instruction All Day
Mar. 12	No School
Apr. 5-9	No School-Spring Vac.
Apr. 9	Good Friday-No School
May 31	Memorial Day - No School
June 15, 16	Secondary A.M. Exams P.M. Correct Exams Elementary Instruction All Day
June 17	Last Day of School Secondary A.M. Exams P.M. Correct Exams Elementary A.M. Instruction P.M. Records
June 18	No Students Records Year End Closing

230-DAY PROGRAM CALENDAR  
APPENDIX A-2

# 1981 1982

JANUARY							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28	29	30	31	
FEBRUARY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	23	24	25	26	27	28	29
							30	31					
MARCH							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30			
29	30	31											
APRIL							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	4	5	6	7	8	9	10
8	9	10	11	12	13	14	11	12	13	14	15	16	17
15	16	17	18	19	20	21	18	19	20	21	22	23	24
22	23	24	25	26	27	28	25	26	27	28	29	30	31
29	30	31											
MAY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					
JUNE							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

## FIRST SEMESTER

Sept. 2,3	New Teachers
Sept. 7	Labor Day
Sept. 8	All Teachers Orien.
Sept. 9	First Day of School
	A.M. Instruction
	P.M. Teacher Plng.
Nov. 10	Parent Teacher Conf.
	Evening
Nov. 11	Parent Teacher Conf.
	Evening
Nov. 12	Elementary
	A.M. Instruction
	P.M. Conferences -
	1:00 - 4:00
	Secondary
	Instruction All Day
Nov. 13	No School
Nov. 26,27	Thanksgiving Recess
Dec. 21 -	No School - Vacation
Jan. 1	
Jan. 22	End of First Semester

## SECOND SEMESTER

Jan. 25	Second Semester Begins
Mar. 9,	Parent Teacher Conf. -
10	Evening
Mar. 11	Elementary
	A.M. Instruction
	P.M. Conferences
	1:00 - 4:00
	Secondary
	Instruction All Day
Mar. 12	No School
Apr. 5-9	No School - Spring
	Vacation
Apr. 9	Good Friday - No School
May 31	Memorial Day - No School
June 18	No Students
	Records
July 5	No School

COMMUNITY EDUCATION  
APPENDIX A-2

# 1981

# 1982

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
4 5 6 7 8 9 10		5 6 7 8 9 10 11
11 12 13 14 15 16 17		12 13 14 15 16 17 18
18 19 20 21 22 23 24		19 20 21 22 23 24 25
25 26 27 28 29 30 31		26 27 28 29 30 31
<b>FEBRUARY</b>	<b>JANUARY</b>	<b>AUGUST</b>
S M T W T F S	1 New Year's Day	S M T W T F S
1 2 3 4 5 6 7	15 Martin Luther King's Birthday	2 3 4 5 6 7 8
8 9 10 11 12 13 14		9 10 11 12 13 14 15
15 16 17 18 19 20 21		16 17 18 19 20 21 22
22 23 24 25 26 27 28		23 24 25 26 27 28 29
<b>MARCH</b>		30 31
S M T W T F S		
1 2 3 4 5 6 7		
8 9 10 11 12 13 14		
15 16 17 18 19 20 21		
22 23 24 25 26 27 28		
29 30 31		
<b>APRIL</b>		
S M T W T F S		
1 2 3 4 5 6 7		
8 9 10 11 12 13 14		
15 16 17 18 19 20 21		
22 23 24 25 26 27 28		
29 30 31		
<b>MAY</b>		
S M T W T F S		
1 2 3 4 5 6 7		
8 9 10 11 12 13 14		
15 16 17 18 19 20 21		
22 23 24 25 26 27 28		
29 30 31		
<b>JUNE</b>		
S M T W T F S		
1 2 3 4 5 6 7		
8 9 10 11 12 13 14		
15 16 17 18 19 20 21		
22 23 24 25 26 27 28		
29 30 31		

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
4 5 6 7 8 9 10		4 5 6 7 8 9 10
11 12 13 14 15 16 17		11 12 13 14 15 16 17
18 19 20 21 22 23 24		18 19 20 21 22 23 24
25 26 27 28 29 30 31		25 26 27 28 29 30 31
<b>FEBRUARY</b>	<b>JANUARY</b>	<b>AUGUST</b>
S M T W T F S	1 New Year's Day	S M T W T F S
1 2 3 4 5 6 7	15 Martin Luther King's Birthday	1 2 3 4 5 6 7
8 9 10 11 12 13 14		8 9 10 11 12 13 14
15 16 17 18 19 20 21		15 16 17 18 19 20 21
22 23 24 25 26 27 28		22 23 24 25 26 27 28
<b>MARCH</b>		<b>SEPTEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		5 6 7 8 9 10 11
8 9 10 11 12 13 14		12 13 14 15 16 17 18
15 16 17 18 19 20 21		19 20 21 22 23 24 25
22 23 24 25 26 27 28		26 27 28 29 30
<b>APRIL</b>		<b>OCTOBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7 8 9
8 9 10 11 12 13 14		10 11 12 13 14 15 16
15 16 17 18 19 20 21		17 18 19 20 21 22 23
22 23 24 25 26 27 28		24 25 26 27 28 29 30
<b>MAY</b>		<b>NOVEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7 8 9
8 9 10 11 12 13 14		10 11 12 13 14 15 16
15 16 17 18 19 20 21		17 18 19 20 21 22 23
22 23 24 25 26 27 28		24 25 26 27 28 29 30
<b>JUNE</b>		<b>DECEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		5 6 7 8 9 10 11
8 9 10 11 12 13 14		12 13 14 15 16 17 18
15 16 17 18 19 20 21		19 20 21 22 23 24 25
22 23 24 25 26 27 28		26 27 28 29 30 31

## FIRST SEMESTER

Sept. 7	Labor Day
Sept. 8	All Teachers Orien.
Sept. 14	First Day of School
Nov. 27, 28	Thanksgiving Recess
Dec. 21 -	No School - Vacation
Jan. 1	
Jan. 22	End of First Semester

## SECOND SEMESTER

Jan. 26	Second Semester Begins
Apr. 5-9	No School - Spring Vacation
Apr. 9	No School - Good Friday
May 31	No School - Memorial Day
June 2	Last Day of School
June 2 -	Teachers - No Students

# APPENDIX B-1 and B-2

## ANNUAL SALARY RATES

Appendix B-1      Effective September 1, 1980  
Appendix B-2      Effective September 1, 1981

### A. K-12 BA Degree Salary Rates

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 13,411	\$ 14,605
2	13,978	15,222
3	14,496	15,786
4	15,065	16,405
5	15,671	17,066
6	16,277	17,726
7	16,915	18,420
8	17,596	19,162
9	18,313	19,943
10	19,169	20,875
11	20,088	21,876
12	20,665	22,504

### B. K-12 MA Degree Salary Rates

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 14,648	\$ 15,952
2	15,354	16,721
3	16,044	17,472
4	16,765	18,257
5	17,452	19,005
6	18,181	19,799
7	18,954	20,641
8	19,814	21,577
9	20,766	22,614
10	21,766	23,703
11	22,844	24,877
12	23,946	26,077

### C. 230 Work Day Schedule - BA Degree

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 15,982	\$ 17,404
2	16,658	18,141
3	17,275	18,812
4	17,953	19,551
5	18,675	20,337
6	19,397	21,123
7	20,158	21,952
8	20,969	22,835
9	21,824	23,766
10	22,844	24,877
11	23,939	26,070
12	24,627	26,819



D. 230 Work Day Schedule - MA Degree

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 17,456	\$ 19,010
2	18,298	19,927
3	19,120	20,822
4	19,979	21,757
5	20,798	22,649
6	21,666	23,594
7	22,588	24,598
8	23,613	25,715
9	24,747	26,949
10	25,939	28,248
11	27,223	29,646
12	28,537	31,077

E. Community Education 36 Week - BA Degree

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 12,690	\$ 13,819
2	13,226	14,403
3	13,717	14,938
4	14,255	15,524
5	14,828	16,148
6	15,402	16,773
7	16,006	17,431
8	16,650	18,132
9	17,328	18,870
10	18,138	19,752
11	19,008	20,700
12	19,554	21,294

F. Community Education 36 Week - MA Degree

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 13,860	\$ 15,094
2	14,529	15,822
3	15,181	16,531
4	15,864	17,276
5	16,514	17,984
6	17,204	18,735
7	17,935	19,531
8	18,749	20,418
9	19,650	21,399
10	20,596	22,429
11	21,616	23,540
12	22,659	24,676

G. Nurses and Special Certified Personnel

<u>Step</u>	(B-1) <u>1980-81</u>	(B-2) <u>1981-82</u>
1	\$ 12,277	\$ 13,370
2	12,629	13,753
3	12,980	14,135
4	13,330	14,516
5	13,683	14,901
6	14,034	15,283
7	14,386	15,666
8	14,733	16,044
9	15,083	16,425
10	15,436	16,810
11	15,787	17,192
12	16,137	17,573

H. Remuneration for Credit Beyond the MA Degree

1. MA + 10 semester hours	\$ 300
2. MA + 20 semester hours	400
3. MA + 30 semester hours	500
4. MFA	600
5. Specialist Degree or Candidate Degree	600
6. Doctorate Degree	900
7. MSW	600

I. Longevity Service & Training

1. Three Hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 17th and continue every year thereafter.
2. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the 22nd year of service and continue every year thereafter.
3. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the 27th year of service and continue every year thereafter.
4. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 17th year of service (or any year up to twenty-one (21) years of service) or any year thereafter provided six semester hours have been completed by the employee within the previous five (5) years.
5. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 22nd year of service (or any year up to twenty-six (26) years of service) or any year thereafter provided six (6) semester hours have been completed by the employee within the previous five (5) years.
6. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 27th year or service (or any year thereafter) provided six (6) semester hours have been completed by the employee within the previous five (5) years.

J. Mileage Reimbursement

1. Community Education and Special Education employees who as a result of their assignment, are required to drive personal vehicles to sites, excluding Lincoln, outside of the City will be reimbursed for actual mileage following the rate schedule below:

<u>Cost Per Gallon</u>	80-90¢	91-\$1.05	\$1.06-1.20	\$1.21-1.35
<u>Reimbursement</u>	17¢	18¢	19¢	20¢

<u>Cost Per Gallon</u>	\$1.36-1.50	\$1.51-1.65
<u>Reimbursement</u>	21¢	22¢

2. Other employees required to travel, as a result of their assignment, will be reimbursed at a flat rate amount. These rates will be determined annually by the Administration after consultation with the Association.

K. Calculation of Daily Pay Rate

When calculating the employee's daily pay rate, the annual salary shall be divided by the number of employee work days plus seven (7) holidays - Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, New Years, Good Friday, and Memorial Day.

# APPENDIX C

A. Each percentage listed in this appendix is a percentage of the Bachelor, Step One (1) salary (see Appendix B-1 and B-2).

## B. Grand Rapids Secondary School Coaches' Salary Schedule

1. Position & Sport	1st yr.	2nd yr.	3rd yr.	4th yr.	5th yr.
Senior High School					
Assistant Athletic Director	15% + 2 hrs. released time				
Varsity Football	16%	17%	18%	19%	20%
Assistant Varsity Football	8%	9%	10%	11%	12%
Reserve Football	8%	9%	10%	11%	12%
Freshman Football	6%	7%	8%	9%	10%
Assistant Freshman Football	5%	6%	7%	8%	9%
Varsity Basketball	14%	15%	16%	18%	19%
Reserve Basketball	6%	7%	8%	9.5%	11%
Freshman Basketball	5%	6%	7%	8%	9%
Varsity Track	10%	11%	12%	14%	15%
Assistant Track	5%	6%	7%	8%	9%
Freshman Track	5%	6%	7%	8%	9%
Varsity Baseball/Softball	10%	11%	12%	14%	15%
Assistant Baseball	5%	6%	7%	8%	9%
Freshman Baseball/Softball	5%	6%	7%	8%	9%
Varsity Wrestling	10%	11%	12%	14%	15%
Reserve Wrestling	5%	6%	7%	8%	9%
Freshman Wrestling	5%	6%	7%	8%	9%
Varsity Swimming	10%	11%	12%	14%	15%
Assistant Swimming	5%	6%	7%	8%	9%
Golf	6%	7%	8%	9%	10%
Tennis	8%	9%	10%	11%	12%
Cross Country	8%	9%	10%	11%	12%
Varsity Volleyball	10%	11%	12%	14%	15%
Junior Varsity Volleyball	6%	7%	8%	9.5%	11%
Freshman Volleyball	5%	6%	7%	8%	9%
Varsity Gymnastics	10%	11%	12%	14%	15%
Reserve Team Gymnastics	5%	6%	7%	8%	9%
Hockey	8%	9%	10%	11%	12%
Soccer	6%	7%	8%	9%	10%

- Coaches will be placed on the foregoing schedule based upon their experience as coaches in the Grand Rapids Public Schools.
- Promotion within a sport - The coach shall move to the corresponding level commensurate with his/her experience in that sport as a coach in the Grand Rapids Public Schools.
- The first assignment as a coach in the Grand Rapids Public Schools will be at the first step in the above schedule, but the administration may grant up to three (3) years outside coaching experience.
- An assistant coach may be authorized by the Director of Athletics' Office provided the team has 25 or more

members. Such determination will be made annually.

C. Cheerleading Coaches

1. <u>Position</u>	<u>1st</u> <u>yr.</u>	<u>2nd</u> <u>yr.</u>	<u>3rd</u> <u>yr.</u>
Varsity	8%	8.5%	9%
Junior Varsity	6%	6.5%	7%
Freshman	5%	5.5%	6%
Varsity-Junior Varsity Combination	10%	10.5%	11%
Junior Varsity-Freshman Combination	8%	8.5%	9%
2. A cheerleading coach who coaches cheerleaders for one (1) athletic season (fall or winter) will be compensated one-half (½) of the rates in C.1.			

D. Grand Rapids Middle School Coaching Salary Schedule

1. <u>Position</u>	<u>1st</u> <u>yr.</u>	<u>2nd</u> <u>yr.</u>	<u>3rd</u> <u>yr.</u>	<u>4th</u> <u>yr.</u>	<u>5th</u> <u>yr.</u>
Intramural/Athletic Program Director	11%	12%	13%	14%	15%
Intramural Activity Supervisor	6%	7%	8%	8%	8%
7th & 8th Grade Basketball	3%	3.5%	4%	4.5%	5%
2. Additional Intramural Activity Supervisors may be authorized when enrollment, facilities and program merit additional staff and are authorized by the central Department of Athletics.					
3. Seventh and Eighth Grade Cheerleading Coach	3%	3.25%	3.5%		

E. School Day Related Activities

*1. Director of Senior High Vocal Music, Band and/or Orchestra	9%
2. Coach of Debate	8%
3. Director of Forensics	5%
4. Senior High Dramatics Director-Senior High	7%
5. Other major events or activities as recommended by teacher and principal if approved by the Elementary or Secondary Director - \$100, \$200, \$300, \$400, \$500.	14%
6. Senior Class Advisor	14%
7. Junior Class Advisor	4%
8. Sophomore Class Advisor	4%
9. Freshman Class Advisor	4%
10. Department Head (See Article XI)	
11. Student Council - Senior High	7%
12. Student Council - Middle School	3%
13. Student Activity Director - Middle School	3%
14. Elementary Safety Sponsor	6%
15. Girls Athletic Association Sponsor - Coach	3%
16. Stage Manager - Senior High	4%

\*to be paid to each employee who is assigned a 3/5 or more  
assignment in the areas listed.

17.	Stage Manager - Middle School (Where Authorized)	2%
18.	Pom Pom Sponsor - High School	5%
19.	Pom Pom Sponsor - Middle School	3%
20.	Senior High yearbook without a class	8%
21.	Senior High yearbook with a class	5%
22.	Senior High newspaper without a class	6%
23.	Senior High newspaper with a class	3%
24.	Senior High yearbook and newspaper w/o a class	10%
25.	Senior High yearbook and newspaper with a class	9%
26.	Elementary Audio-Visual at the discretion of the Elementary Director	2%
27.	BOEC	3%
28.	DECA	3%
29.	BOEC and DECA	5%
30.	Special Olympics Coordinators/Coaches	4%

F. Academic Extra Compensation

1. Consultants

Interns	5%	Health	5%
Special Education	10%	Spectrum	5%
Curriculum Resource	5%	Media	5%

2. Counselor	
Head	6%
Regular	3%

3. Elementary Team Leader	5%
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G. Substitute and Overload Assignment

- Teachers in the Secondary Schools who substitute shall be compensated at the rate of \$10.50 for 1980-81 and \$11.00 for 1981-82 per each extra hour taught.
- Teachers in the Secondary Schools who are assigned an overload of more than the normal twenty-five (25) classroom hours per week for supervision or control purposes shall be compensated at the rate of \$9.50 for 1980-81 and \$10.00 for 1981-82 per each extra hour taught.
- Teachers in the Secondary Schools who are assigned an overload of more than the normal twenty-five (25) classroom hours per week for instructional purposes shall be compensated at the rate of \$12.00 for 1980-81 and \$12.50 for 1981-82 per each extra hour taught.
- The Board may pay overload or a segment thereof to other teachers provided amount is agreed to in letter of understanding between the Association and Board. Any changes will be reviewed annually between the Association and Board.

H. Assignments Beyond the Work Day or Work Year

- Curriculum committees as approved by the Instructional Council and/or the Deputy Superintendent for Educational Services shall receive per hour the following rates: \$9.00 for 1980-81 and \$9.50 for 1981-82.

2. Driver Education after school and summer, Adult Basic Education and Evening High School Completion Program rates shall be as follows: \$10.50 for 1980-81 and \$11.00 for 1981-82 (These rates are per hour).

3. In-service workshop daily rates are as follows: \$35.00

4. Special Education XI, J.2.h. - 8% per year of BA Base

I. Middle School Bookstore Manager Rates

<u>Category</u>	<u>Rates per Student</u>	<u>No. of Students (4th Friday)</u>
Books	55¢	0 - 1,000
	30¢	1,001 - over
Supplies	25¢	0 - 1,000
	13¢	1,001 - over

A minimum annual rate shall be based on 500 students.

J. Nurse

Coordinator of Special Projects and program (at the discretion of Supervisor of Health).

2%

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SEPTEMBER 30, 1981

*This report is authorized by law 29 U.S.C. 2.  
Your voluntary cooperation is needed to make  
the results of this survey comprehensive,  
accurate, and timely.*

Form Approved  
O.M.B. No. 1220-0001

SUPERINTENDENT EMPLOYEE RELATIONS  
GRAND RAPIDS BOARD OF EDUCATION  
143 BOSTWICK AVENUE NORTHEAST  
GRAND RAPIDS, MI. 49503

PREVIOUS AGREEMENT EXPIRED  
AUGUST 30, 1980

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

GRAND RAPIDS BOARD OF EDUCATION TEACHERS

WITH EDUCATION ASSOCIATION, NATIONAL  
MICHIGAN

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

*Janet L. Norwood*

JANET L. NORWOOD  
Commissioner

PLEASE RETURN THIS LETTER WITH  
YOUR RESPONSE OR AGREEMENT(S).

*If more than one agreement, use back of form for each document. (Please Print)*

1. Approximate number of employees involved 2100
2. Number and location of establishments covered by agreement One School District - 60 Bldgs
3. Product, service, or type of business Education
4. If your agreement has been extended, indicate new expiration date ~~not~~ attached

Roland Lubbinge, Asst. Supt. of Employee Relations 616 - 456-4771  
Your Name and Position Area Code/Telephone Number  
143 Bostwick, N.E. Grand Rapids, Mi. 49503  
Address City/State/ZIP Code